

# **USERS GUIDE FOR THE NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS)**

Release 4.9

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National Aeronautics and  
Space Administration

**George C. Marshall Space Flight Center**  
Huntsville, AL 35812

USERS GUIDE FOR NEMS  
RELEASE 4.9

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
GEORGE C. MARSHALL SPACE FLIGHT CENTER  
HUNTSVILLE, ALABAMA**

**August 2001**

USERS GUIDE FOR NEMS  
RELEASE 4.9

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**NATIONAL AERONAUTICS AND SPACE ADMINISTRATION**  
**GEORGE C. MARSHALL SPACE FLIGHT CENTER**  
**HUNTSVILLE, ALABAMA**

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## **1. OVERVIEW OF NEMS**

The NASA Equipment Management System (NEMS) is a standard Agencywide data processing system designed to track information and activity pertaining to NASA's equipment. The intent of NEMS is to simplify, standardize, and reduce the cost and time of managing and controlling equipment by providing a single NASA system for equipment management.

NASA currently owns or leases about 380,000 items of controlled equipment with a total value in excess of \$4.8 billion. The responsibility for managing these items is assigned to ten installations and to NASA Headquarters. Each installation designates a Supply and Equipment Management Officer (SEMO) for the functional administration of supply and equipment management at the installation. Division directors/chiefs are responsible for the equipment assigned to their organizations. Directly supporting the division directors/chiefs are property custodians who keep track of the equipment and monitor the day-to-day activities. Equipment managers interface between the SEMO and the custodians. Equipment managers oversee the operation of NEMS and assist the custodians in the proper procedures. Approximately 25% of NASA's equipment is in the custody of NASA contractors, who are contractually accountable for the equipment to one of the NASA installations or to NASA headquarters.

NEMS is both a distributed and centralized system. The system is distributed in that each installation has a data base containing its equipment data, and the actual processing of equipment management transactions is done at the installation. The transactions track data on the movement of equipment in and out of the installation, equipment disposal, equipment maintenance, and equipment inventory. These transactions are entered, edited, and applied online. Batch reports assist in monitoring these activities and in maintaining an accurate and up-to-date data base. A NEMS control center directs the operation of NEMS at each installation.

NEMS is centralized in that a common Agencywide data base is maintained at a central site. This data base is actually a concatenation of each installation's data base. The transactions processed at each installation are transferred to the central site and applied to the central data base on a nightly basis, placing the central data base one evening behind the installations, at the most. Each installation can query this data base online for the purpose of screening equipment for redistribution and excessing surplus equipment. The central data base is also involved in the transfer of equipment between installations. Batch reports track this data and provide Agencywide statistics and summaries.

NEMS provides NASA Equipment Management with many capabilities designed to speed the handling of information and reduce the cost of managing controlled equipment. These capabilities include:

1. Online updating of the local installation's data base and overnight updating of the central data base to ensure that the data is as up-to-date as possible.
2. Online query and ad hoc report generation capability for both the central and installation's data base to provide quick and easy access to more complete equipment information and to permit a reduction in paper requirements.

3. Online NASA-wide screening of the central data base to maximize the visibility of equipment available for reutilization.
4. Tracking of items valued at \$500 or more to increase the number of items available for reutilization within the agency.
5. Creation of a core group of equipment data elements common to NASA and a basic set of reports to provide standardization throughout the agency.
6. Inclusion of a block of unique, locally assigned equipment data elements to be used by each installation as necessary, and the capability to generate queries and ad hoc reports utilizing this data to meet local requirements, practices, and needs.
7. Implementation of a single NASA-wide, multipurpose form (NEMS or 602) for the custodian. This form is generated by the computer for each controlled item and used to initiate equipment transactions to reduce the workload placed on the custodian, simplify and reduce required actions and record keeping, standardize certain procedures, and replace a variety of forms used by each installation.
8. Automation of the inventory process of one of the most labor intensive and tedious requirements of equipment management. Portable, hand-held terminals (portable bar code readers - PBCR's) with an electronic wand read bar code labels attached to the equipment and containing the NASA equipment control number. Data accumulated in the portable terminal is transmitted to the computer and used to update the installation's data base.

These capabilities reduce the need for a variety of forms, procedures, and systems to be used by each NASA installation. They also permit NASA to maintain a standard Agencywide system, while providing each installation with complete control and responsibility over its portion of the data.

As an Agencywide system, NEMS requires standard hardware and software at each installation and at NASA headquarters. The hardware includes an IBM 434 OS/MVS compatible computer, and the software includes ADABAS, a data base management system (DBMS) vendored by Software A.G. The NEMS data base is managed by ADABAS, and the programs are written in ADABAS/NATURAL, an interactive programming language. The teleprocessing (TP) monitor may be CICS, CMS, COM-LETE, or TSO. Once developed, the program support communications network (PSCN) will link the NASA installations to the central site for online queries and nightly data transfers.

Each NEMS control center contains terminals connected via controllers to the IBM 434 compatible computer, several serial/character printers connected to the terminals for printing online ad hoc requests, one line printer connected to the computer for printing batch reports, and microfilm cameras and readers for microfilming paper transaction documents. The terminals used with NEMS must be IBM 3270 protocol with at least an 80 x 23 line screen size.

Because an objective of NEMS is standardization, any changes in the mode of operation, the operating environment, or interfaces with other software, and any planned changes or improvements must be carefully studied. Those that will affect the installations will be accomplished Agencywide with NASA headquarters acting as the coordinator.



For information on the procedures and guidelines for managing NASA equipment, refer to the NASA Equipment Management Manual (NHB4200.1B) and the NEMS User's Guide for Property Custodians.

## **2. GETTING INTO THE SYSTEM**

The NEMS data base is managed by ADABAS, a data base management system (DBMS) vendored by Software A.G. The files that comprise the NEMS data base are:

1. Equipment File - This file contains information pertaining to Agencywide controlled equipment. There is one record for each item of equipment. The unique key for each record is Agencywide's Equipment Control Number (ECN), which is also physically attached to the equipment on a bar code label. This file is updated through the online Equipment File Update.
2. History File - This file contains information on records that have been deleted from the Equipment File. This information can be used to identify prior activity. A record on the History File is an exact duplicate of the record which was on the Equipment File. Due to the transfers of equipment between Agencywide installations, an item can be added to and deleted from an installation's Equipment File more than once. Therefore, there may be more than one record on the History File for a particular item of equipment. The unique key for each record is Agencywide's ECN plus a computer-generated sequence number. The delete transactions automatically add a record to the History File. Periodically, the oldest records on the History File are copied to tape and then purged from the History File.
3. Table File - This file contains information for editing and interpreting the codes used on the Equipment File. Many tables are kept on the Table File, one table for each type of code. The tables are divided into central, installation, and system maintained tables. There is one record on the Table File for each code. The unique key for each record is a table number (i.e. 040 for the manufacturer's code table) plus the code. This file is updated through the online Table File Update.
4. Daily Transaction File - This file contains information on each transaction processed during the day. There is one record for each transaction. The unique key for each record is Agencywide's ECN plus a computer-generated entry reference number, which is comprised of the installation number, the Julian date, and a sequence number. Each transaction automatically adds a record to the Daily Transaction File.
5. Monthly Transaction File - This file contains information on each transaction processed during the month. Each night, the records on the daily transaction file are merged with the records on the Monthly Transaction File. The Daily Transaction File is then purged so it will be ready for the next day's processing. Each month, records on the Monthly Transaction File are copied to tape. The Monthly Transaction File is then purged so it will be ready for the next month's processing.
6. Transfer File - This file contains information on equipment shipped between centers. This information will be used as input for the receiving center add transaction.

Several system files are also under the NEMS data base. These files contain data needed to run batch report and maintenance jobs, and are internally maintained.

The NEMS online system is comprised of five subsystems. A user may have access to all or part of a subsystem, or may not have access to a particular subsystem at all. The USERID assigned by the NEMS data base administrator (DBA) or NEMS programmer for access to NEMS controls the user's subsystem authority levels. The five subsystems are:

1. Ad hoc Inquiries - This subsystem allows the user to view information stored in the NEMS data base via pre-programmed or dynamic ad hoc requests.
2. Equipment File Update - This subsystem allows the user to update the Equipment File. Each transaction is edited and applied online.
3. Maintenance - This subsystem allows the DBA or NEMS programmer to update the user authorities and to submit batch jobs that maintain the data base. These jobs include backups of the data base, data transfer to the central site, merging of the Daily and Monthly Transaction Files, copying of the Monthly Transaction File to tape, copying of the History File to tape, financial management interface, and updating of the data base with inventory data.
4. Report Selection - This subsystem allows the user to submit preprogrammed reports for overnight (batch) processing. The reports are produced either in hard copy or in ADOSS. Reports can be submitted on-request for a one-time-only run. Reports can also be scheduled to be run cyclically (i.e. daily, monthly, annually) without user intervention.
5. Table File Update - This subsystem allows the user to update the installation tables on the Table File. The updates are edited and applied online.

The NEMS online system is menu driven with formatted screens. The user enters information that determines which screen will appear next, or enters data necessary to update an equipment record or table record.

#### Warning Screen

<p style="text-align: center;"><b>WARNING!</b></p> <p style="text-align: center;">This is a US Government computer. This system is for the use of authorized users only. By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.</p> <p style="text-align: center;">Press Enter to Continue or PF12 to Cancel</p>
--

#### Purpose:

Tells the user the equipment they are using is owned by the government and should be only used for government purposes.

Called from screen:

This screen is called by the NEMS driver. To invoke the NEMS driver, enter the command 'NEMS' when prompted by the 'NEXT' prompt under ADABAS/NATURAL.

Calls screen:

This screen invokes the NEMS Main Menu.

Instruction Steps:

Step 1: Press the 'ENTER' key if you wish to continue or the 'PF12' key if you wish to exit NEMS.

Edit Criteria:

'ENTER' or 'PF12' key

### NEMS MAIN MENU

USER-ID: XXXXX PROGRAM MNU001P1	NASA EQUIPMENT MANAGEMENT SYSTEM (NEMS) INSTALLATION NAME	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER FUNCTION OR 'X' TO EXIT: _____		
1. ADHOC INQUIRIES		
2. EQUIPMENT FILE UPDATE		
3. REPORT SELECTION		
4. TABLE FILE UPDATE		
5. SYSTEM MAINTENANCE		

PURPOSE:

The NEMS Main Menu displays the subsystems the user is authorized to use.

CALLED FROM SCREEN:

This screen is called by the NEMS driver. To invoke this screen, press the 'ENTER' key when the warning screen is displayed.

CALLS SCREENS:

1. At present there are five subsystems which the user may invoke. They are:
  - a) Ad hoc Inquiries

- b) Equipment File Update
- c) Maintenance
- d) Report Selection
- e) Table File Update

Upon completion, these subsystems return to the NEMS Main Menu.

2. Upon completion, this screen returns to ADABAS/NATURAL.

#### INSTRUCTION STEPS:

Step 1: The screen will appear with a list of authorized subsystems. Enter the number corresponding to the subsystem you wish to access or enter an 'X' to return control to ADABAS/NATURAL.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

#### EDIT CRITERIA:

Valid function or 'X'

### 2.1 NAVIGATION

The NEMS online system is designed as a 'tree' structure. This refers to the method of moving (navigating) from one menu or screen to another. You start at a single point (the NEMS Main Menu) and proceed down a branch to another menu that branches until you are at the desired function. You return from that function back through the menus until you reach the Main Menu, then take a different branch to perform another function. You only exit the system from the Main Menu.

An alternative method of navigation is the 'direct command'. With this method you are permitted to access a destination one, two, or in some cases, three levels deep in the menu 'tree' with a single command. The direct command is invoked at the same place navigation is currently controlled: any place you select a menu option, exit from a menu or function, and any place you may cancel from a function. The direct command, when invoked, will take you to that specific function without navigation through the intermediate menus.

The syntax for the direct command is '=a.bbb.ccc' where the equal sign '=' designates the value as a direct command. The first 'tree' level is identified by the 'a'. A delimiter '.' followed by the second level and third level (where applicable) follow. The values for the levels correspond to the values on that level of menu. The first level corresponds to the Main Menu options. The second level corresponds to the specific options available to the option

designated by the first level. The same applies to the third level. Simply, think of it as stacking your selections when moving down the menu tree. As an example, the Equipment File Ad hoc by Ecn is option 3 of the Ad hocs. The ad hocs are option 1 of the Main Menu. If you wish to ad hoc an equipment record enter the direct command '=1.3'. To ad hoc the User Number Table you may navigate there directly by entering '=1.9.090'; the ad hocs are option 1 of the Main Menu, the Table Ad hoc Menu is option 9 of the ad hocs, Table 090 is option 090 of the Table Ad Hoc Menu. To access an add transaction enter '=2.a'. The options available to each user depend upon their USERID profile and may not be the same for everybody. For instance, if you did not have ad hoc authority and wanted to access an add transaction your direct command would be '=1.a' since the Equipment Update Transaction Menu would be option 1 of your Main Menu.

The intent of the direct command was to permit short cuts on the navigation through the menus. You are permitted to access any menu for which you are authorized down to the level where a data value (like an ECN) would have to be entered, or where an update could take place. In most cases this is two levels: '=1.4' for Equipment File Ad hoc By Field, '=3.3' for Altering Currently Scheduled Reports, '=4.078' for Updating The Custodian Account Number Table, '=2.d' for Selecting A Delete Transaction. In a few cases three levels of navigation are permitted: '=3.2.140' for Scheduling Report 140 To Run On Request, '=1.9.102' for Performing an Ad Hoc on the Building Number Table.

Assuming that you have the authority for ad hocs, Equipment File updates, reports and table updates; here are a few examples:

COMMAND	RESULT
=2.a	You will be in the Equipment File Update Menu for add transactions
=4.090	This command will take you to the User Number Table Update Screen
=1.9.040	You will go to the MFG Code Table Ad hoc where you will be requested to select an option and a range of values
=3.2.140	You will be taken to the Report 140 Parameter Entry Screen

There are a few special direct commands available:

COMMAND	RESULT
=q	This command will take you out of NEMS. The result is the same as entering an 'X' on the Main Menu. You would either exit NATURAL or receive the 'NEXT' prompt in NATURAL. This depends on how your NEMS is set up.
=0	This command will take you to the Main Menu.
=x	This command will take you to the Main Menu and put the 'X' in the input field. If you press 'ENTER' again the 'X'

will be executed.

= This command will take you to the Main Menu.

These commands can be used as a quick return to the Main Menu or out of the system. The direct commands are intended to enhance navigation, not to replace the existing method of climbing up and down the menu 'trees'.

### **3. AD HOC INQUIRY SUBSYSTEM**

#### **3.1 NEMS AD HOC INQUIRIES SUBSYSTEM**

In general, 'ad hoc' refers to an online inquiry program that is assembled during the user's session, using criteria selected by the user. The user may select any of the following files for ad hoc inquiries:

1. Daily Transaction File
2. Equipment File
3. History File
4. Monthly Transaction File
5. Table File
6. Transfer File

The Daily Transaction File, Equipment File, History File, Monthly Transaction File and the Transfer File are all selected by ECN or by field. The two transaction files, the History File and the Transfer File may have multiple records per ECN. When this occurs a second screen is displayed with information that will allow the selection to be narrowed to one record. The Equipment File will always have one record per ECN. The table files are selected by table number. Most individual tables have predetermined descriptor fields which can be used in selecting records. The user can also use the defaults which will cause the entire table to be listed. This procedure does not apply to those tables that are small enough to fit on one screen. All files are displayed on formatted screens.

## NEMS AD HOC INQUIRIES MENU

USER-ID: XXXXX PROGRAM ADH000P1	NEMS ADHOC INQUIRIES MENU	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER FUNCTION OR 'X' TO EXIT: _____		
<ol style="list-style-type: none"><li>1. DAILY TRANSACTION FILE BY ECN</li><li>2. DAILY TRANSACTION FILE BY FIELD</li><li>3. EQUIPMENT FILE BY ECN</li><li>4. EQUIPMENT FILE BY FIELD</li><li>5. HISTORY FILE BY ECN</li><li>6. HISTORY FILE BY FIELD</li><li>7. MONTHLY TRANSACTION FILE BY ECN</li><li>8. MONTHLY TRANSACTION FILE BY FIELD</li><li>9. TABLE FILE BY TABLE NUMBER</li><li>10. TRANSFER FILE BY ECN</li><li>11. TRANSFER FILE BY FIELD</li><li>12. SUPER NATURAL</li></ol>		

### PURPOSE:

The NEMS Ad hoc Inquiries Menu displays the functions.

### CALLED FROM SCREEN:

This screen is called by the NEMS Main Menu.

### CALLS SCREEN:

1. List Daily Transaction File by ECN
2. List Daily Transaction File by Field
3. List Equipment File by ECN
4. List Equipment File by Field
5. List History File by ECN
6. List History File by Field
7. List Monthly Transaction File by ECN
8. List Monthly Transaction file by Field
9. List Table File by Table Number
10. List Transfer File by ECN
11. List Transfer File by Field

## 12. SUPER NATURAL

With the exception of Option 12, these screens will return to the Ad hoc Inquiries Menu.  
Option 12, SUPER NATURAL, will return to the NEMS Welcome Screen.

### INSTRUCTION STEPS:

Step 1: The screen will appear with a list of functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

### EDIT CRITERIA:

Valid function number or 'X'

NEMS Daily Transaction File Ad hoc - ECN Selection Screen

### NEMS DAILY TRANSACTION FILE AD HOC - ECN SELECTION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM: ADH900P1	DAILY TRANSACTION FILE ADHOC BY ECN	TIME: HH:MM:SS
ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____		
START AT PAGE (1,2,3): 1		

### PURPOSE:



This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu

#### CALLS SCREEN:

This screen calls the Sequence Number Selection Screen or the Daily Transaction Record Display Screen - page 1, 2, or 3 as indicated.

#### INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed.

Optionally enter page 2, 3 or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

A valid ECN or 'X'

12

EDIT CRITERIA:

A valid sequence number, Blank or 'X'

**NEMS DAILY TRANSACTION RECORD - PAGE 1 of 3**

USER-ID: XXXXX	NEMS DAILY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM ADH900P1	PAGE 1 OF 3	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		
ECN:	TRANSACTION NUMBER:	
PREVIOUS ECN:	ENTRY REFERENCE NUMBER:	
UNIQUE EQUIP NO:	TRANSACTION DATE:	
COST:	TRANSACTION TIME:	
PREVIOUS COST:	NEMS USER ID:	
CUSTODIAN NO:	ITEM NAME:	
PREVIOUS CUST NO:	MANUF CODE:	
CUST NAME:	MANUF NAME:	
CUSTODIAN ACCT NO:	MANUF MODEL NO:	
PREVIOUS CUST ACCT NO:	MANUF SERIAL NO:	
USER NO:	YEAR MANUFACTURED:	
PREVIOUS USER NO:	NATIONAL STOCK NO:	
USER NAME:	PREV NAT STOCK NO:	
EQUIP LOC- BLDG NO:	EQ LOC- BLDG NAME:	
EQUIPMENT LOCATION- ROOM:	EQUIPMENT LOCATION- ZIP CODE:	
INSTALLATION NO ACCT:	CONTRACTOR TAG NO:	
INSTALLATION NO SUB:	CONTRACTOR NO ACCT:	
INSTALLATION NO CONV:	CONTRACTOR NO CONV:	
INSTALLATION NO RECV:	CONTRACTOR NO RECV:	

PURPOSE:

This screen lists the first of three pages of data from the Daily Transaction File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen or the Sequence Number Selection Screen when there is more than 1 transaction.

#### CALLS SCREEN:

Upon completion, control is passed to page 2.

#### INSTRUCTION STEPS:

Step 1: examine the data and make notes as necessary. Use Print Screen capability if so desired.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the EXIT field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

Blank or 'X'

#### NEMS DAILY TRANSACTION RECORD - PAGE 2 of 3

USER-ID: XXXXX	NEMS DAILY TRANSACTION RECORD		DATE: MM/DD/YY
PROGRAM ADH900P1	PAGE 2 OF 3		TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____			
ECN:	ITEM NAME: TEST		
CAP/SENS CODE:	ITEM NAME STD:		
PREV CAP/SENS CODE:	DATE NASA ACQ:	DATE INST ACQ:	
AVAIL STATUS CODE:	ACQ DOC CNTL NO:		
PRE AVAIL STAT CODE:	DATE WRNTY EXP (MAT):	(LABOR):	
CONDITION CODE:	DATE AVAILABLE:		
EST COST CODE:	DATE INVENTORIED:		
HAZ MAT CODE:	DATE STORAGE DUE:		
PREC METAL CODE:	DATE SHIPPED OTHER INST:		
IDLE EQUIP CODE:	DATE LAST CALIBRATED:	DUE:	
EQUIP MNGMT CODE:	DATE LAST SERVICED:		
ADJ DOC REF NO:	COST LAST SERV (PARTS):	(LABOR):	
ADJUST COST:	LOAN/LEASE DOCUMENT NO:		
RECON CODE:	DATE LOAN/LEASE/BRW IN DUE:	OUT:	
OTHER AGENCY NO:	DATE REPAIR RETURN DUE:		
FREEZE NUMBER:	DATE LOANED OUT:		
PRINT NEMS 1:	DATE LEASED OUT:		
LOCAL	DATE BORROWED OUT:		
DATA:			

#### PURPOSE:

This screen lists the second of three pages of data from the Daily Transaction File record.

#### CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN Selection Screen.

#### CALLS SCREEN:

Upon completion, control is passed to page 3.

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

Blank or 'X'

USER-ID: XXXXX	NEMS DAILY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM: ADH900P1	PAGE 3 OF 3	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		
ECN:	ITEM NAME: PRINTER	
CAPITAL AMT:	PREV CAPITAL AMT:	
ORG COST ACCT:	PROG COST ACCT:	
PREV ORG COST ACCT:	PREV PROG COST ACCT:	
APPROPRIATION YEAR:	CONTRACT NO:	
HERITAGE CODE:	DEMIL:	

#### PURPOSE:

This screen lists the third of three pages of data from the Daily Transaction File record.

#### CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN Selection Screen.

#### CALLS SCREEN:

Upon completion, control is passed to page 1.

```

USER-ID: XXXXX          NEMS DAILY TRANS FILE ADHOC BY FIELD      DATE: MM/DD/YY
PROGRAM  ADH910P1                                TIME: HH:MM:SS

ENTER THE SELECTION CRITERIA OR 'X' TO EXIT

' ( '  DESCRIPTOR NUMBER  OPERATOR                SEARCH VALUE                ' ) '  AND/OR
-      -                  -                  _____                -      -
-      -                  -                  _____                -      -
-      -                  -                  _____                -      -

VALID OPERATORS (EQ, GT, LT, NE, GE, LE)  --  DATE FORMAT 'YYMMDD'

01 - ECN                                07 - CUSTODIAN NUMBER          13 - CONTRACTOR ACCT
02 - ITEM NAME                          08 - USER NUMBER              14 - ENTRY REFERENCE NO
03 - MFG CODE                           09 - EQUIP ZIP CODE           15 - TRANSACTION NUMBER
04 - MFG MODEL NUMBER                   10 - EQUIP BUILDING           16 - PRINT NEMS 1
05 - AVAIL STATUS CODE                  11 - UNIQUE EQUIP NUMBER      17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO                  12 - CONTRACTOR TAG NO

```

PURPOSE:

This screen prompts for the descriptor number, operator and search value.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

CALLS SCREEN:

This screen calls the where criteria selection screen or the NEMS Ad hoc Inquiries Menu.

INSTRUCTION STEPS:

Step 1: enter the descriptor number, operator and search value.

Press the 'ENTER' key.

**Step 2:** If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc INQUIRIES Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

- a. Descriptor must be entered

- b. Descriptor number must be 01 thru 17
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd'
- f. 'X' to exit

**NEMS DAILY TRANSACTION FILE AD HOC BY FIELD  
WHERE SELECTION SCREEN - PAGE 1**

USER-ID: XXXXX		NEMS DAILY TRANS FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH910P2				TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT					
DESCRIPTOR NUMBER		OPERATOR		SEARCH VALUE AND/OR	
<hr/>					
ENTER '2' TO GO TO NEXT PAGE: (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYMMDD' OR 'YYMM'					
01 - ECN	13 - CONTRACTOR ACCT	25 - DATE INST ACQ			
02 - ITEM NAME	14 - ENTRY REFERENCE NO	26 - ACQ DOC CNTL NO			
03 - MFG CODE	15 - TRANSACTION NO	27 - EQUIPMENT ROOM			
04 - MFG MODEL NUMBER	16 - PRINT NEMS 1	28 - DATE INVENTORIED			
05 - AVAIL STATUS CODE	17 - LOAN/LEASE DOC NO	29 - DATE AVAILABLE			
06 - CUSTODIAN ACCT NO	18 - INSTALLATION SUB	30 - ESTIMATED COST CODE			
07 - CUSTODIAN NUMBER	19 - MFG SERIAL NUMBER	31 - CONDITION CODE			
08 - USER NUMBER	20 - YEAR MANUFACTURED	32 - HAZ MATERIAL CODE			
09 - EQUIP ZIP CODE	21 - NATIONAL STOCK NO	33 - PREC METAL CODE			
10 - EQUIP BUILDING	22 - COST	34 - DATE LAST CALIBRATED			
11 - UNIQUE EQUIP NUMBER	23 - CAP/SENS CODE	35 - DATE CALIBRATION DUE			
12 - CONTRACTOR TAG NO	24 - PREV AVAIL STAT CODE	36 - DATE WRNTY EXP MAT			

#### PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the Find Selection Screen.

#### CALLS SCREEN:

This screen calls the Sort Selection Screen or page 2 of where selection screen.

#### INSTRUCTION STEPS:

Step 1: enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'c' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the Page field, or the user may exit at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 36
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. '2' to go to second page
- g. 'X' to exit



# **NEMS DAILY TRANSACTION FILE AD HOC BY FIELD WHERE SELECTION SCREEN - PAGE 2**

USER-ID: XXXXX		NEMS DAILY TRANS FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM: ADH910P2				TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT					
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE	AND/OR		
—	—	—	—		
—	—	—	—		
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'					
37 - DATE WRNTY EXP LABOR	49 - PARTS COST LAST SERV	61 - ADJ DOC REFERENCE			
38 - OTHER AGENCY NUMBER	50 - DATE LAST SERV	62 - PREV CUST ACCT NO			
39 - DATE L/L/B IN DUE	51 - CONTRACTOR CONVEYOR	63 - PREV NAT STOCK NO			
40 - DATE LOANED OUT	52 - INST CONVEYOR	64 - PREV COST			
41 - DATE LEASED OUT	53 - CONTRACTOR RECEIVER	65 - PREV CAP/SENS CODE			
42 - DATE SHIPPED	54 - INST RECEIVER	66 - PREV USER NUMBER			
43 - DATE BORROWED OUT	55 - FREEZE NUMBER	67 - PREV CUSTODIAN NO			
44 - DATE STORAGE DUE	56 - PREVIOUS ECN	68 - DATE REPAIR RETURN			
45 - DATE L/L/B OUT DUE	57 - TRANSACTION DATE	69 - ITEM NAME STANDARD			
46 - EQUIP MGMT CODE	58 - NEMS USER ID	70 - DATE NASA ACQ			
47 - IDLE EQUIP CODE	59 - ADJUSTMENT COST	71 - CAPITAL AMT			
48 - LABOR COST LAST SERV	60 - RECON CODE	72 - HERITAGE CODE			

## **PURPOSE:**

This screen prompts for the descriptor number, operator and search value for the where clause.

## **CALLED FROM SCREEN:**

This screen is called by the Where Selection Screen 1.

## **CALLS SCREEN:**

This screen calls the Sort Selection Screen.

## **INSTRUCTION STEPS:**

Step 1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the Cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 71
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. 'X' to Exit

#### SORT SELECT NEMS DAILY TRANSACTION FILE BY FIELD

USER-ID: XXXXX	NEMS DAILY TRANS FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH910P3		TIME: HH:MM:SS
<p>ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:</p> <p>SORT:            <u>  </u>       <u>  </u>       <u>  </u></p> <p>BREAK:        <u>  </u>       <u>  </u>       <u>  </u></p> <p>NOTE: TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD CHANGE THE 'N' TO A 'Y'.</p>		
01 - ECN	07 - CUSTODIAN NUMBER	13 - CONTRACTOR TAG NO
02 - ITEM NAME	08 - USER NUMBER	14 - CONTRACTOR ACCT
03 - MFG CODE	09 - EQUIP ZIP CODE	15 - ENTRY REFERENCE NO
04 - MFG MODEL NUMBER	10 - EQUIP BUILDING	16 - TRANSACTION NUMBER
05 - AVAIL STATUS CODE	11 - EQUIP ROOM	17 - PRINT NEMS 1
06 - CUSTODIAN ACCT NO	12 - UNIQUE EQUIP NUMBER	18 - LOAN/LEASE DOC NO
		19 - YEAR MANUFACTURED
		20 - HERITAGE CODE

#### PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

#### CALLED FROM SCREEN:

This screen is called by the where selection screen.

#### CALLS SCREEN:

This screen calls the NEMS Daily Transaction Field Selection For Display Screen.

#### INSTRUCTION STEPS:

Step 1: select the descriptor you wish the record to be sorted by up to three fields. If you want to display summary level information at the break of each sort field change the "n" to a "y".

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

- Descriptor number must be 01 thru 19
- Descriptor number must be numeric
- Break field must be equal to 'n' or 'y'
- 'X' to exit

### NEMS DAILY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN

USER-ID: XXXXX		NEMS DAILY TRANS FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH910P4				TIME: HH:MM:SS	
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:					
ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _					
01 - ECN	14 - PREV COST	27 - USER NAME			
02 - INSTALLATION NO	15 - CAP/SENS CODE	28 - EQUIP ZIP CODE			
03 - INSTALLATION ACCT	16 - PREV CAP/SENS CODE	29 - EQUIP BUILDING			
04 - INSTALLATION SUB	17 - AVAIL STATUS CODE	30 - EQUIP ROOM			
05 - ITEM NAME	18 - PREV AVAIL STATUS	31 - DATE INVENTORIED			
06 - MFG CODE	19 - DATE INST ACQ	32 - DATE AVAILABLE			
07 - MFG NAME	20 - ACQ DOC CNTL NO	33 - EST COST CODE			
08 - MFG MODEL NUMBER	21 - CUST ACCT NUMBER	34 - CONDITION CODE			
09 - MFG SERIAL NUMBER	22 - PREV CUST ACCT NO	35 - UNIQUE EQUIP NO			
10 - YEAR MFG	23 - CUSTODIAN NUMBER	36 - HAZ MATERIAL CODE			
11 - NATIONAL STOCK NO	24 - PREV CUSTODIAN NO	37 - PREC METAL CODE			
12 - PREV NAT STOCK NO	25 - USER NUMBER	38 - DATE LAST CALIBRATED			
13 - COST	26 - PREV USER NUMBER	39 - DATE CALIBRATION DUE			
(MORE FIELDS ON NEXT PAGE)					

PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Daily Transaction Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Record Display Screen or the Display Selection Screen 2.

**INSTRUCTION STEPS:**

Step 1: Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the Page field, or the user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

**EDIT CRITERIA:**

- a. Display field must be 01 thru 39
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download data to the PC, or
- f. 'B' to run as a report overnight
- g. 'X' to exit

## NEMS DAILY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 2

USER-ID: XXXXX	NEMS DAILY TRANS FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM ADH910P4		TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER '3' TO GO TO NEXT PAGE: (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)		
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
40 - DATE WRNTY EXP MAT	53 - EQUIP MGMT CODE	66 - LOCAL DATA
41 - DATE WRNTY EXP LABOR	54 - IDLE EQUIP CODE	67 - PRINT NEMS 1
42 - OTHER AGENCY NUMBER	55 - LABOR COST LAST SERV	68 - TRANSACTION DATE
43 - CONTRACTOR TAG NO	56 - PARTS COST LAST SERV	69 - TRANSACTION TIME
44 - CONTRACTOR ACCT	57 - DATE LAST SERV	70 - NEMS USER ID
45 - LOAN/LEASE DOC NO	58 - CONTRACTOR CONVEYOR	71 - ADJUSTMENT COST
46 - DATE L/L/B IN DUE	59 - INST CONVEYOR	72 - RECON CODE
47 - DATE LOANED OUT	60 - CONTRACTOR RECEIVER	73 - ADJ DOC REFERENCE
48 - DATE LEASED OUT	61 - INST RECEIVER	74 - DATE REPAIR RETURN
49 - DATE SHIPPED	62 - FREEZE NUMBER	75 - ITEM NAME STANDARD
50 - DATE BORROWED OUT	63 - PREVIOUS ECN	76 - DATA NASA ACQ
51 - DATE STORAGE DUE	64 - ENTRY REFERENCE NO	77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE	65 - TRANSACTION NO	78 - PREV CAPITAL AMT
(MORE FIELDS ON NEXT PAGE)		

### PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

### CALLED FROM SCREEN:

This screen is called by the NEMS Daily File Ad hoc By Field Sort Selection Menu.

### CALLS SCREEN:

This screen calls the Daily Record Display Screen or the Display Selection Screen 3.

### INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 3 by entering '3' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

**EDIT CRITERIA:**

- a. Display field must be 01 thru 78
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '3' to go to third page
- e. 'D' to download the data to the PC, or
- f. 'B' to run as an overnight report
- g. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD  
DISPLAY SELECTION SCREEN 3**

USER-ID: XXXXX	NEMS DAILY TRANS FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH910P4		TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
79 - ORG COST ACCT		
80 - PROG COST ACCT		
81 - PREV ORG COST ACCT		
82 - PREV PROG COST ACCT		
83 - HERITAGE CODE		
84 - CONTRACT NO		
85 - APPROPRIATION YEAR		
86 - DEMIL CODE		

**PURPOSE:**

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

**CALLED FROM SCREEN:**

This screen is called by the Display Selection Screen 2.

**CALLS SCREEN:**

This screen calls the Field Display Screen.

**INSTRUCTION STEPS:**

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Equipment File Ad hoc By Field Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Display fields must be 01 thru 87
- b. Display field numbers must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download the data to the PC, or
- e. 'B' to run as an overnight report
- f. 'X' to exit

## NEMS DAILY TRANSACTION FILE AD HOC BY FIELD DISPLAY SCREEN

ECN	NEMS DAILY TRANS FILE ADHOC BY FIELD
-----	
G079924	
G079924	
G079931	
G079942	
G079942	
G079942	
G079942	
G079943	
G079976	
G079977	
G079978	
G079977	
G079978	
G079979	

ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

### PURPOSE:

This screen displays all the requested files with default column headers.

### CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

### CALLS SCREEN:

This screen calls the next page of Display Screen if any or Daily Transaction Ad hoc By Field Menu.

### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter 'n' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' to exit the screen and return to the NEMS Daily Transaction Ad hoc By Field Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:



'N' to view next page

'R' to review

'X' to exit

**NEMS DAILY TRANS FILE AD HOC BY FIELD  
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD): _ _ _		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471_____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL: _		

**PURPOSE:**

This screen lists the default report distribution information. The users may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

**CALLED FROM SCREEN:**

This screen is called by the NEMS Daily Transaction File Display Selection Screen when the "B" (Batch) option is used.

**CALLS SCREEN:**

Upon completion, this screen calls the NEMS Daily Transaction File Find Selection Menu.

**INSTRUCTION STEPS:**

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

##### Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

##### Distribution:

- a. Mandatory
- b. No further edits

##### Mail Stop:

- a. Mandatory
- b. No further edits

##### Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

##### Printer Destination Code:

- a. Mandatory
- b. No further edits

##### Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

##### Binding Instructions:

- a. Currently not used

### NEMS EQUIPMENT FILE AD HOC - ECN SELECTION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH920P1	EQUIPMENT FILE ADHOC BY ECN	TIME: HH:MM:SS

ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: \_\_\_\_\_

START AT PAGE (1, 2, 3): 1

#### PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

#### CALLS SCREEN:

This screen calls the Equipment Record Display Screen - page 1, 2, or 3 as indicated.

#### INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed. Optionally enter page 2 or 3, or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

## EDIT CRITERIA:

A valid ECN or 'X'

## NEMS EQUIPMENT RECORD BY ECN - PAGE 1 of 3

USER-ID: XXXXX	NEMS	DATE: 10/09/97
PROGRAM ADH920P1	EQUIPMENT RECORD - PAGE 1 OF 3	TIME: 15:17:23
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____		
ECN: J000707	ITEM NAME: TEST 707	
PREVIOUS ECN:	MANUF CODE: YYYYY	
OLD TAG NO:	MANUF NAME: MFR UNIDENTIFIED (VERIFIED)	
NAT STOCK NO: 7021	MANUF MODEL NO: 707	
EQUIPMENT TYPE ACCT:	MANUF SERIAL NO: 12344455544466677654	
UNIQUE EQUIP NO:	YEAR MANUFACTURED: 1997	
COST: 707	ACQ DOCUMENT CONTROL NO: 707	
CUST NO: 02022 MAIL: EP83	ACQ ERN: 0872667004 LAST ERN: 0872667004	
CUST NAME: RHODES JAMES E	ACQ TRAN NO: 09 LAST TRAN NO: 09	
CUST ACCT: 02022 PREV:	LOAN/LEASE DOCUMENT NO: 777777	
CUSTODIAN ORG CODE: EP83	EQUIPMENT LOCATION-ZIP CODE: 35812	
CUST PHONE: 4-1173	EQUIPMENT LOCATION-BUILDING NO: 4201	
USER NO: 02022 MAIL: EP83	EQ LOC-BLDG NAME: OFFICE BUILDING	
USER NAME: RHODES JAMES E	EQUIPMENT LOCATION-ROOM LOCATION:	
USER PHONE: 4-1173	CONTRACTOR TAG NO:	
INSTALLATION NUMBER: 0808	CONTRACTOR NO ACCT:	
INSTALLATION NO CONV:	CONTRACTOR NO CONV:	
INSTALLATION NO RECV:	CONTRACTOR NO RECV:	
OTHER AGENCY NO:	FREEZE NO:	

## PURPOSE:

This menu lists page 1 of 3 pages of data from the Equipment File record.

## CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

## CALLS SCREEN:

Upon completion, control is passed to page 2.

## INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may go to page 2 by pressing enter or return to the ECN selection screen by entering 'X' in the exit field or select a new ECN to be displayed.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS EQUIPMENT RECORD BY ECN - PAGE 2 of 3

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM: ADH920P1		EQUIPMENT RECORD - PAGE 2 OF 3		TIME: HH:MM:SS	
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					
ECN:		ITEM NAME: PRINTER			
CODES -----	DATES -----	DATES -----		DATES -----	
CAP/SENS: X	NASA ACQUIRED: 01/04/23	LAST SERVICED:			
AVAIL STATUS: A	INST ACQUIRED: 01/04/23	LOAN/LEASE/BRW IN DUE:			
CONDITION:	WRNTY (MATER) EXP:	LOAN/LEASE/BRW OUT DUE:			
EST COST:	WRNTY (LABOR) EXP:	LOANED OUT:			
HAZ MAT:	STATUS CODED: 01/04/23	LEASED OUT:			
PREC MET:	AVAILABLE:	BORROWED OUT:			
IDLE EQ:	INVENTORIED: 01/04/23	STORED IN:			
EQUIP MNGMT:	LAST CALIBRATED:	STORAGE DUE:			
IN: OUT:	CALIBRATION DUE:	SHIPPED TO OTHER INST:			
ITM STD:		DATE REPAIR RETURN DUE:			
HERITAGE CODE:	DEMIL:				
	LABOR	PARTS			
COST LAST SERVICE:		NUMBER			
COST YEAR TO DATE:		OF TIMES			
COST TO DATE:		SERVICED:			
LOCAL					
DATA:					

## PURPOSE:

This screen lists page 2 of 3 pages of data from the Equipment File record.

## CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN selection screen.

## CALLS SCREEN:

Upon completion, control is passed to page 3.

## INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen. he user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

### NEMS EQUIPMENT RECORD BY ECN - PAGE 3 of 3

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM: ADH920P1		EQUIPMENT RECORD - PAGE 3 OF 3		TIME: HH:MM:SS	
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					
ECN:		ITEM NAME: PRINTER			
CAPITALIZATION AMT:					
APPROPRIATION YEAR:		CONTRACT NO:			
ORG COST ACCT:		PROG COST ACCT:			
PREV ORG COST ACCT:		PREV PROG COST ACCT:			
TRANS-	ENTRY	NPDMS		NPDMS	
ACTION	REFERENCE	TRANS-		REFERENCE	
NOS	NOS	NOS		NOS	
---	-----	---		-----	
01	0811131082				

PURPOSE:

This screen lists page 3 of 3 pages of data from the Equipment File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN Selection Screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the ECN Selection Screen. The user may also enter a new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS EQUIPMENT FILE AD HOC BY FIELD FIND SELECTION SCREEN

USER-ID: XXXXX		NEMS EQUIPMENT FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH930P1				TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA OR 'X' TO EXIT					
'('	DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE	')'	AND/OR
—	—	—	—	—	—
—	—	—	—	—	—
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYMMDD'					
01 - ECN	12 - ACQ TRANS NUMBER	23 - DATE CALIBRATION DUE			
02 - ITEM NAME	13 - CUST ACCT NUMBER	24 - CONTRACTOR TAG NO			
03 - MFG CODE	14 - CUSTODIAN NUMBER	25 - CONTRACTOR ACCT			
04 - MFG MODEL NUMBER	15 - CUST ORG CODE	26 - EQUIP IN CODE			
05 - MFG SERIAL NUMBER	16 - USER NUMBER	27 - EQUIP OUT CODE			
06 - NATIONAL STOCK NO	17 - EQUIP ZIP CODE	28 - EQUIP MGMT CODE			
07 - CAP/SENS CODE	18 - EQUIP BUILDING	29 - FREEZE NUMBER			
08 - AVAIL STATUS CODE	19 - EQUIP TYPE ACCT	30 - LOAN/LEASE DOC NO			
09 - DATE INST ACQ	20 - OLD TAG NUMBER	31 - DATE INVENTORIED			
10 - INSTALLATION SUB	21 - ACQ DOC CNTL NO	32 - LAST TRANSACTION NO			
11 - UNIQUE EQUIP NO	22 - DATE AVAILABLE	33 - DATE REPAIR RETURN			

### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

### CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

- a. Descriptor must be entered

- b. Descriptor number must be 01 thru 33
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd'
- f. 'X' to exit

### NEMS EQUIPMENT FILE AD HOC BY FIELD WHERE SELECTION SCREEN - PAGE 1

USER-ID: XXXXX		NEMS EQUIPMENT FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH930P2				TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT					
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE	AND/OR		
—	—	—	—		
ENTER '2' TO GO TO NEXT PAGE — (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) - DATE FORMAT 'YYMMDD' OR 'YYMM'					
01 - ECN	13 - CUST ACCT NUMBER	25 - CONTRACTOR ACCT			
02 - ITEM NAME	14 - CUSTODIAN NUMBER	26 - EQUIP IN CODE			
03 - MFG CODE	15 - CUST ORG CODE	27 - EQUIP OUT CODE			
04 - MFG MODEL NUMBER	16 - USER NUMBER	28 - EQUIP MGMT CODE			
05 - MFG SERIAL NUMBER	17 - EQUIP ZIP CODE	29 - FREEZE NUMBER			
06 - NATIONAL STOCK NO	18 - EQUIP BUILDING	30 - LOAN/LEASE DOC NO			
07 - CAP/SENS CODE	19 - EQUIP TYPE ACCT	31 - DATE INVENTORIED			
08 - AVAIL STATUS CODE	20 - OLD TAG NUMBER	32 - YEAR MFG			
09 - DATE INST ACQ	21 - ACQ DOC CNTL NO	33 - COST			
10 - INSTALLATION SUB	22 - DATE AVAILABLE	34 - DATE STATUS CODED			
11 - UNIQUE EQUIP NO	23 - DATE CALIBRATION DUE	35 - DATE NASA ACQ			
12 - ACQ TRANS NO	24 - CONTRACTOR TAG NO	36 - ACQ ENTRY REF NO			

#### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the find selection screen.

#### CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

#### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.



Press the 'ENTER' key.

Step 3: when all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the find selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 36
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. '2' to go to second page
- g. 'X' to exit

#### NEMS EQUIPMENT FILE AD HOC BY FIELD WHERE SELECTION SCREEN - PAGE 2

USER-ID: XXXXX		NEMS EQUIPMENT FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH930P2				TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT					
DESCRIPTOR	NUMBER	OPERATOR	SEARCH VALUE	AND/OR	
<div style="display: flex; justify-content: space-between;"> <span>ENTER '3' TO GO TO NEXT PAGE</span> <span>(FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)</span> </div>					
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) - DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'					
37 - EQUIP ROOM	49 - DATE SHIPPED	61 - NO OF TIMES SERV			
38 - EST COST CODE	50 - DATE BORROWED OUT	62 - DATE LAST SERV			
39 - CONDITION CODE	51 - DATE STORAGE DUE	63 - CONTRACTOR CONVEYOR			
40 - HAZ MATERIAL CODE	52 - DATE STORED IN	64 - INST CONVEYOR			
41 - PREC METAL CODE	53 - DATE L/L/B OUT DUE	65 - CONTRACTOR RECEIVER			
42 - DATE LAST CALIBRATED	54 - IDLE EQUIP CODE	66 - INST RECEIVER			
43 - DATE WRNTY EXP MAT	55 - LABOR COST LAST SERV	67 - PREVIOUS ECN			
44 - DATE WRNTY EXP LABOR	56 - LABOR COST YTD	68 - PREV CUST ACCT NO			
45 - OTHER AGENCY NO	57 - LABOR COST TD	69 - LAST ENTRY REF NO			
46 - DATE L/L/B IN DUE	58 - PARTS COST LAST SERV	70 - LAST TRANS NO			
47 - DATE LOANED OUT	59 - PARTS COST YTD	71 - DATE REPAIR RETURN			
48 - DATE LEASED OUT	60 - PARTS COST TD	72 - ITEM NAME STANDARD			

PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

#### CALLS SCREEN:

This screen calls the Sort Selection or you may Enter '3' to go to the next page.

#### INSTRUCTION STEPS:

Step1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 72
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD  
WHERE SELECTION SCREEN – PAGE 3**

USER-ID: XXXXX	NEMS EQUIPMENT FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH930P2		TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT		
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE AND/OR
—	—	—
—	—	—
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'		
73 - CAPITAL AMT		
74 - HERITAGE CODE		

**PURPOSE:**

This screen prompts for the descriptor number, operator and search value for the where clause.

**CALLED FROM SCREEN:**

This screen is called by the Where Selection Screen 2.

**CALLS SCREEN:**

This screen calls Sort Selection

**INSTRUCTION STEPS:**

Step1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

**EDIT CRITERIA:**

- a. Descriptor must be entered

- b. Descriptor number must be 73
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. 'X' to exit

### NEMS EQUIPMENT FILE BY FIELD SORT SELECTION MENU

USER-ID: XXXXX	NEMS EQUIPMENT FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH930P3		TIME: HH:MM:SS
ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS		
TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:		
SORT:        _        _        _		
BREAK:    N        N        N		
NOTE: TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD		
CHANGE THE 'N' TO A 'Y'.		
01 - ECN	13 - CUST ACCT NUMBER	25 - CONTRACTOR TAG NO
02 - ITEM NAME	14 - CUSTODIAN NUMBER	26 - CONTRACTOR ACCT
03 - MFG CODE	15 - CUST ORG CODE	27 - EQUIP IN CODE
04 - MFG MODEL NUMBER	16 - USER NUMBER	28 - EQUIP OUT CODE
05 - MFG SERIAL NUMBER	17 - EQUIP ZIP CODE	29 - EQUIP MGMT CODE
06 - NATIONAL STOCK NO	18 - EQUIP BUILDING	30 - FREEZE NUMBER
07 - CAP/SENS CODE	19 - EQUIP ROOM	31 - LOAN/LEASE DOC NO
08 - AVAIL STATUS CODE	20 - EQUIP TYPE ACCT	32 - DATE INVENTORIED
09 - DATE INST ACQ	21 - OLD TAG NUMBER	33 - LAST TRANSACTION NO
10 - INSTALLATION SUB	22 - ACQ DOC CNTL NO	34 - DATE REPAIR RETURN
11 - UNIQUE EQUIP NO	23 - DATE AVAILABLE	35 - YEAR MANUFACTURED
12 - ACQ TRANS NUMBER	24 - DATE CALIBRATION DUE	36 - HERITAGE CODE

#### PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

#### CALLED FROM SCREEN:

This screen is called by the where selection screen.

#### CALLS SCREEN:

This screen calls the NEMS Equipment File Field Selection for Display Screen.

#### INSTRUCTION STEPS:

Step 1: Select the descriptor you wish the record to be sorted by up to three fields. If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Descriptor number must be 01 thru 35
- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit

### NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 1

USER-ID: XXXXX		NEMS EQUIPMENT FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM ADH930P4				TIME: HH:MM:SS	
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:					
ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _					
01 - ECN	14 - AVAIL STATUS CODE	27 - EQUIP BUILDING			
02 - INSTALLATION NO	15 - DATE STATUS CODED	28 - EQUIP ROOM			
03 - INSTALLATION ACCT	16 - DATE NASA ACQ	29 - EQUIP TYPE ACCT			
04 - INSTALLATION SUB	17 - DATE INST ACQ	30 - DATE INVENTORIED			
05 - ITEM NAME	18 - ACQ TRANS NUMBER	31 - OLD TAG NO			
06 - MFG CODE	19 - ACQ ENTRY REF NO	32 - DATE AVAILABLE			
07 - MFG NAME	20 - ACQ DOC CONTROL NO	33 - EST COST CODE			
08 - MFG MODEL NUMBER	21 - CUST ACCT NUMBER	34 - CONDITION CODE			
09 - MFG SERIAL NUMBER	22 - CUSTODIAN NUMBER	35 - UNIQUE EQUIP CODE			
10 - YEAR MANUFACTURED	23 - CUSTODIAN ORG CODE	36 - HAZ MATERIAL CODE			
11 - NATIONAL STOCK NO	24 - USER NUMBER	37 - PREC METAL CODE			
12 - COST	25 - USER NAME	38 - DATE LAST CALIBRATED			
13 - CAP/SENS CODE	26 - EQUIP ZIP CODE	39 - DATE CALIBRATION DUE			
(MORE FIELDS ON NEXT PAGE)					

PURPOSE:

This screen lists page 1 of 2 pages of fields and prompts to enter the field number for display.

CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Ad hoc By Field Sort Selection Menu.

CALLS SCREEN:

This screen calls the Equipment Record Display Screen or the Display Selection Screen 2.

#### INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering an 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Display field must be 01 thru 39
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download the data to the PC, or
- f. 'b' to run as an overnight report
- g. 'X' to exit

## NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 2

USER-ID: XXXXX		NEMS EQUIPMENT FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM: ADH930P4				TIME: HH:MM:SS	
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:					
ENTER '3' TO GO TO NEXT PAGE: (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT:					
40 - DATE WRNTY EXP MAT	54 - EQUIP IN CODE	68 - CONTRACTOR RECEIVER			
41 - DATE WRNTY EXP LABOR	55 - EQUIP OUT CODE	69 - INST RECEIVER			
42 - OTHER AGENCY NO	56 - EQUIP MGMT CODE	70 - FREEZE NUMBER			
43 - CONTRACTOR TAG NO	57 - IDLE EQUIP CODE	71 - PREVIOUS ECN			
44 - CONTRACTOR ACCT	58 - LABOR COST LAST SERV	72 - LAST ENTRY REF NO			
45 - LOAN/LEASE DOC NO	59 - LABOR COST YTD	73 - LAST TRANS NO			
46 - DATE L/L/B IN DUE	60 - LABOR COST TD	74 - LOCAL DATA			
47 - DATE LOANED OUT	61 - PARTS COST LAST SERV	75 - PREV CUST ACCT NO			
48 - DATE LEASED OUT	62 - PARTS COST YTD	76 - DATE REPAIR DUE			
49 - DATE SHIPPED	63 - PARTS COST TD	77 - ITEM NAME STANDARD			
50 - DATE BORROWED OUT	64 - NO OF TIMES SERV	78 - CUSTODIAN MAIL			
51 - DATE STORAGE DUE	65 - DATE LAST SERVICED	79 - CUSTODIAN PHONE			
52 - DATE STORED IN	66 - CONTRACTOR CONVEYOR	80 - USER MAIL			
53 - DATE L/L/B OUT DUE	67 - INST CONVEYOR	81 - USER PHONE			

### PURPOSE:

This screen lists page 2 of 3 pages fields and prompts the user to select the fields for display.

### CALLED FROM SCREEN:

This screen is called by the Display Field Selection Screen 1.

### CALLS SCREEN:

This screen calls the Find Selection Screen, or you may enter '3' to go to the next page.

### INSTRUCTION STEPS:

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Equipment File Ad hoc By Filed Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display fields must be 01 thru 81
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '3' to go to third page
- e. 'D' to download the data to the PC, or
- f. 'b' to run as an overnight report
- g. 'X' to exit

**NEMS EQUIPMENT FILE AD HOC BY FIELD  
DISPLAY SELECTION SCREEN 3**

USER-ID: XXXXX	NEMS EQUIPMENT FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH930P4		TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
82 - LOCATION		
83 - CAPITAL AMT		
84 - ORG COST ACCT		
85 - PROG COST ACCT		
86 - PREV ORG COST ACCT		
87 - PREV PROG COST ACCT		
88 - HERITAGE CODE		
89 - CONTRACT NO		
90 - APPROPRIATION YEAR		
91 - DEMIL CODE		

**Purpose:**

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

**Called from screen:**

This screen is called from Display Selection screen 2.

**Calls screen:**

This screen calls the Field Display screen.

**Instruction Steps:**

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.



Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Equipment File Ad Hoc by Field Menu.

Press the 'ENTER' key.

Edit Criteria:

- a. Display fields must be 01 thru 87
- b. Display field numbers must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download the data to the PC, or
- e. 'B' to run as an overnight report
- f. 'X' to exit

#### NEMS EQUIPMENT FILE AD HOC BY FIELD DISPLAY SCREEN

ECN	NEMS EQUIPMENT FILE ADHOC BY FIELD
-----	
G017598	
G017657	
1533896	
G018971	
G019517	
G020050	
G020051	
G021971	
G021972	
G021974	
G023250	
G023764	
G023765	
1533897	
G023989	
G024028	
G024029	
ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N	

PURPOSE:

This screen displays all the requested fields with default column headers.

CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

## CALLS SCREEN:

This screen calls the next page of Display Screen if any or Equipment File Ad hoc By Field Menu.

## INSTRUCTION STEPS:

Step 1: examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter 'N' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' exit the screen and return to the NEMS Equipment Ad hoc By Field Menu.

Press the 'ENTER' key.

## EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

## NEMS EQUIPMENT FILE AD HOC BY FIELD NEMS REPORT DISTRIBUTION INFORMATION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD): _ _ _		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471_____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL: _		

## PURPOSE:

This screen lists the default report distribution information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Equipment File Display Selection Screen when the "b" (Batch) option is used.

#### CALLS SCREEN:

Upon completion, this screen calls the NEMS Equipment File Find Selection Menu.

#### INSTRUCTION STEPS:

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

##### Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

##### Distribution:

- a. Mandatory
- b. No further edits

##### Mail Stop:

- a. Mandatory
- b. No further edits

Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

Printer Destination Code:

- a. Mandatory
- b. No further edits

Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

#### **NEMS HISTORY FILE AD HOC - ECN SELECTION SCREEN**

USER-ID: XXXXX PROGRAM ADH940P1	NEMS HISTORY FILE ADHOC BY ECN	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____		
START AT PAGE (1, 2, 3): 1		

PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

## CALLS SCREEN:

This screen calls the History Record Display Screen – page 1, 2 or 3 as indicated.

## INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed. Optionally enter page 2 or 3, or accept the default, page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

## EDIT CRITERIA:

A valid ECN or 'X'

## NEMS HISTORY RECORD BY ECN – PAGE 1 OF 3

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM ADH940P1		HISTORY RECORD - PAGE 1 OF 3		TIME: HH:MM:SS	
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					
HISTORY KEY:					
ECN:		ITEM NAME: TEST			
PREV ECN: NEW:		MANUF CODE:			
OLD TAG NO:		MANUF NAME:			
NAT STOCK NO:		MANUF MODEL NO:			
EQUIPMENT TYPE ACCT:		MANUF SERIAL NO:			
UNIQUE EQUIP NO:		YEAR MANUFACTURED:			
COST:		ACQ DOCUMENT CONTROL NO:			
CUST NO: MAIL:		ACQ ERN:		LAST ERN:	
CUST NAME:		ACQ TRAN NO:		LAST TRAN NO:	
CUST ACCT: PREV:		LOAN/LEASE DOCUMENT NO:			
CUSTODIAN ORG CODE:		EQUIPMENT LOCATION-ZIP CODE:			
CUST PHONE:		EQUIPMENT LOCATION-BUILDING NO:			
USER NO: MAIL:		EQ LOC-BLDG NAME: OFFICE BUILDING			
USER NAME:		EQUIPMENT LOCATION-ROOM		LOCATION:	
USER PHONE:		CONTRACTOR TAG NO:			
INSTALLATION NUMBER:		CONTRACTOR NO ACCT:			
INSTALLATION NO CONV:		CONTRACTOR NO CONV:			
INSTALLATION NO RECV:		CONTRACTOR NO RECV:			
OTHER AGENCY NO:		FREEZE NO:			

## PURPOSE:

This menu lists page 1 of 3 pages of data from the History File record.

## CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

## CALLS SCREEN:

Upon completion, control is passed to page 2.

## INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS HISTORY RECORD BY ECN PAGE 2 OF 3

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM: ADH940P1		HISTORY RECORD - PAGE 2 OF 3		TIME: HH:MM:SS	
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					
ECN: XXXXXXXX		ITEM NAME: PRINTER			
CODES -----	DATES -----	DATES -----			
CAP/SENS: X	NASA ACQUIRED: 01/04/23	LAST SERVICED:			
AVAIL STATUS: A	INST ACQUIRED: 01/04/23	LOAN/LEASE/BRW IN DUE:			
CONDITION:	WRNTY (MATER) EXP:	LOAN/LEASE/BRW OUT DUE:			
EST COST:	WRNTY (LABOR) EXP:	LOANED OUT:			
HAZ MAT:	STATUS CODED: 01/04/23	LEASED OUT:			
PREC MET:	AVAILABLE:	BORROWED OUT:			
IDLE EQ:	INVENTORIED: 01/04/23	STORED IN:			
EQUIP MNGMT:	LAST CALIBRATED:	STORAGE DUE:			
IN: OUT:	CALIBRATION DUE:	SHIPPED TO OTHER INST:			
ITM STD:	DATE DELETED: 01/04/23	DATE REPAIR DUE:			
HERITAGE CODE:	DEMIL:				
	LABOR	PARTS			
COST LAST SERVICE:		NUMBER			
COST YEAR TO DATE:		OF TIMES			
COST TO DATE:		SERVICED:			
LOCAL					

## PURPOSE:

This screen lists page 2 or 3 pages of data from the History File record.

## CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN selection screen.

## CALLS SCREEN:

Upon completion, control is passed to page 3.

## INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering 'X' in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS HISTORY RECORD BY ECN PAGE 3 OF 3

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM: ADH940P1		HISTORY RECORD - PAGE 3 OF 3		TIME: HH:MM:SS	
ENTER NEW ECN, ' ' TO CONTINUE, OR 'X' TO EXIT: _____					
ECN: XXXXXXXX		ITEM NAME: PRINTER			
CAPITALIZATION AMT:		CONTRACT NO:			
APPROPRIATION YEAR:		PROG COST ACCT:			
ORG COST ACCT:		PREV PROG COST ACCT:			
PREV ORG COST ACCT:		PREV ORG COST ACCT:			
TRANS-	ENTRY		NPDMS		NPDMS
ACTION	REFERENCE		TRANS-		REFERENCE
NOS	NOS		NOS		NOS
---	-----		---		-----
01	0811131082				
71	0811131083				

## PURPOSE:

This screen lists page 3 or 3 pages of data from the History File record.

## CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN selection screen.

## CALLS SCREEN:

Upon completion, control is passed to page 1.

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering 'X' in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the 'ENTER' key.

#### EDIT CRITERIA:

Blank or 'X' or ECN





- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd'
- f. 'X' to exit

## NEMS HISTORY FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 1

USER-ID: XXXXX PROGRAM ADH950P2	NEMS HISTORY FILE ADHOC BY FIELD	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT DESCRIPTOR NUMBER OPERATOR                      SEARCH VALUE                      AND/OR		
ENTER '2' TO GO TO NEXT PAGE:      FIELDS ENTERED ON THIS PAGE WILL BE RETAINED) VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'		
01 - HISTORY KEY 02 - ECN 03 - ITEM NAME 04 - MFG CODE 05 - MFG MODEL NUMBER 06 - MFG SERIAL NUMBER 07 - YEAR MFG 08 - COST 09 - ACQ TRANS NUMBER 10 - DATE INVENTORIED 11 - OLD TAG NUMBER 12 - CONTRACTOR ACCT	13 - DELETE DATE 14 - LOAN/LEASE NO 15 - UNIQUE EQUIP NO 16 - INSTALLATION SUB 17 - ACQ DOC CNTL NO 18 - NATIONAL STOCK NO 19 - CAP/SENS CODE 20 - AVAIL STATUS CODE 21 - DATE STATUS CODED 22 - DATE NASA ACQ 23 - DATE INST ACQ 24 - ACQ ENTRY REF NO	25 - CUST ACCT NUMBER 26 - CUSTODIAN NUMBER 27 - CUST ORG CODE 28 - USER NUMBER 29 - EQUIP ZIP CODE 30 - EQUIP BUILDING 31 - EQUIP ROOM 32 - EQUIP TYPE ACCT 33 - DATE AVAILABLE 34 - EST COST CODE 35 - CONDITION CODE 36 - HAZ MATERIAL CODE

### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

### CALLED FROM SCREEN:

This screen is called by the find the selection screen.

### CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the find selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 36
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. '2' to go to second page
- g. 'X' to exit

### NEMS HISTORY FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 2

USER-ID: XXXXX PROGRAM ADH950P2	NEMS HISTORY FILE ADHOC BY FIELD	DATE: MM/DD/YY TIME: HH:MM:SS																																				
<p>ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT</p> <table> <tr> <th>DESCRIPTOR</th> <th>NUMBER</th> <th>OPERATOR</th> <th>SEARCH VALUE</th> <th>AND/OR</th> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>			DESCRIPTOR	NUMBER	OPERATOR	SEARCH VALUE	AND/OR	_____	_____	_____	_____	_____																										
DESCRIPTOR	NUMBER	OPERATOR	SEARCH VALUE	AND/OR																																		
_____	_____	_____	_____	_____																																		
<p>ENTER '3' TO GO TO NEXT PAGE: _____ FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)</p> <p>VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'</p> <table> <tr> <td>37 - PREC METAL CODE</td> <td>49 - DATE STORAGE DUE</td> <td>61 - PARTS COST TD</td> </tr> <tr> <td>38 - DATE LAST CALIBRATED</td> <td>50 - DATE STORED IN</td> <td>62 - NO OF TIMES SERV</td> </tr> <tr> <td>39 - DATE CALIBRATION DUE</td> <td>51 - DATE L/L/B OUT DUE</td> <td>63 - DATE LAST SERV</td> </tr> <tr> <td>40 - DATE WRNTY EXP MAT</td> <td>52 - EQUIP IN CODE</td> <td>64 - CONTRACTOR CONVEYOR</td> </tr> <tr> <td>41 - DATE WRNTY EXP LABOR</td> <td>53 - EQUIP OUT CODE</td> <td>65 - INST CONVEYOR</td> </tr> <tr> <td>42 - OTHER AGENCY NO</td> <td>54 - EQUIP MGMT CODE</td> <td>66 - CONTRACTOR RECEIVER</td> </tr> <tr> <td>43 - CONTRACTOR TAG NO</td> <td>55 - IDLE EQUIP CODE</td> <td>67 - INST RECEIVER</td> </tr> <tr> <td>44 - DATE L/L/B IN DUE</td> <td>56 - LABOR COST LAST SERV</td> <td>68 - FREEZE NUMBER</td> </tr> <tr> <td>45 - DATE LOANED OUT</td> <td>57 - LABOR COST YTD</td> <td>69 - PREVIOUS ECN</td> </tr> <tr> <td>46 - DATE LEASED OUT</td> <td>58 - LABOR COST TD</td> <td>70 - LAST ENTRY REF NO</td> </tr> <tr> <td>47 - DATE SHIPPED</td> <td>59 - PARTS COST LAST SERV</td> <td>71 - LAST TRANS NO</td> </tr> <tr> <td>48 - DATE BORROWED OUT</td> <td>60 - PARTS COST YTD</td> <td>72 - PREC CUST ACCT NO</td> </tr> </table>			37 - PREC METAL CODE	49 - DATE STORAGE DUE	61 - PARTS COST TD	38 - DATE LAST CALIBRATED	50 - DATE STORED IN	62 - NO OF TIMES SERV	39 - DATE CALIBRATION DUE	51 - DATE L/L/B OUT DUE	63 - DATE LAST SERV	40 - DATE WRNTY EXP MAT	52 - EQUIP IN CODE	64 - CONTRACTOR CONVEYOR	41 - DATE WRNTY EXP LABOR	53 - EQUIP OUT CODE	65 - INST CONVEYOR	42 - OTHER AGENCY NO	54 - EQUIP MGMT CODE	66 - CONTRACTOR RECEIVER	43 - CONTRACTOR TAG NO	55 - IDLE EQUIP CODE	67 - INST RECEIVER	44 - DATE L/L/B IN DUE	56 - LABOR COST LAST SERV	68 - FREEZE NUMBER	45 - DATE LOANED OUT	57 - LABOR COST YTD	69 - PREVIOUS ECN	46 - DATE LEASED OUT	58 - LABOR COST TD	70 - LAST ENTRY REF NO	47 - DATE SHIPPED	59 - PARTS COST LAST SERV	71 - LAST TRANS NO	48 - DATE BORROWED OUT	60 - PARTS COST YTD	72 - PREC CUST ACCT NO
37 - PREC METAL CODE	49 - DATE STORAGE DUE	61 - PARTS COST TD																																				
38 - DATE LAST CALIBRATED	50 - DATE STORED IN	62 - NO OF TIMES SERV																																				
39 - DATE CALIBRATION DUE	51 - DATE L/L/B OUT DUE	63 - DATE LAST SERV																																				
40 - DATE WRNTY EXP MAT	52 - EQUIP IN CODE	64 - CONTRACTOR CONVEYOR																																				
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42 - OTHER AGENCY NO	54 - EQUIP MGMT CODE	66 - CONTRACTOR RECEIVER																																				
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46 - DATE LEASED OUT	58 - LABOR COST TD	70 - LAST ENTRY REF NO																																				
47 - DATE SHIPPED	59 - PARTS COST LAST SERV	71 - LAST TRANS NO																																				
48 - DATE BORROWED OUT	60 - PARTS COST YTD	72 - PREC CUST ACCT NO																																				

#### PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

#### CALLS SCREEN:

This screen calls Sort Selection or you may Enter '3' to go to the next page.

#### INSTRUCTION STEPS:

Step1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering 'c' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit the screen any time by entering 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 72
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. 'X' to exit

### NEMS HISTORY FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 3

USER-ID: XXXXX	NEMS HISTORY FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH950P2		TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT		
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE
_____	_____	_____
AND/OR		
_____		
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'		
73 - DATE REPAIR RETURN		
74 - ITEM NAME STANDARD		
75 - NEW ECN		
76 - CAPITAL AMT		
77 - HERITAGE CODE		

#### PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 2.

#### CALLS SCREEN:

This screen calls the Where Selection Screen page 3.

#### INSTRUCTION STEPS:

Step 1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'c' in the cancel field, or may continue with the ad hoc pressing the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 76
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge le)
- e. Date format must be 'yyyymmdd' or 'yyyy'
- f. 'X' to exit

## NEMS HISTORY FILE BY FIELD SORT SELECTION MENU

USER-ID: XXXXX	NEMS HISTORY FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH950P3		TIME: HH:MM:SS
<p>ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:</p>		
<p>SORT:     —     —     —</p>		
<p>BREAK:    N     N     N</p>		
<p>NOTE: TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD CHANGE THE 'N' TO A 'Y'.</p>		
01 - HISTORY KEY	08 - COST	15 - UNIQUE EQUIP NO
02 - ECN	09 - ACQ TRANS NUMBER	16 - INSTALLATION SUB
03 - ITEM NAME	10 - DATE INVENTORIED	17 - ACQ DOC CNTL NO
04 - MFG CODE	11 - OLD TAG NUMBER	18 - LAST TRANS NO
05 - MFG MODEL NUMBER	12 - CONTRACTOR ACCT	19 - EQUIP ZIP CODE
06 - MFG SERIAL NUMBER	13 - DELETE DATE	20 - EQUIP BUILDING
07 - YEAR MFG	14 - LOAN/LEASE DOC NO	21 - EQUIP ROOM
		22 - HERITAGE CODE

### PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen.

### CALLS SCREEN:

This screen calls the NEMS Equipment File Field Selection for Display Screen.

### INSTRUCTION STEPS:

Step 1: Select the descriptor you wish the record to be sorted by up to three fields. If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

### EDIT CRITERIA:

- a. Descriptor number must be 01 thru 21

- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit



## NEMS HISTORY FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 1

USER-ID: XXXXX		NEMS HISTORY FILE ADHOC BY FIELD		DATE: MM/DD/YY	
PROGRAM: ADH950P4				TIME: HH:MM:SS	
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:					
ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _					
01 - HISTORY KEY	15 - AVAIL STATUS CODE	29 - EQUIP ROOM			
02 - ECN	16 - DATE STATUS CODED	30 - EQUIP TYPE ACCT			
03 - INSTALLATION NUMBER	17 - DATE NASA ACQ	31 - DATE INVENTORIED			
04 - INSTALLATION ACCT	18 - DATE INST ACQ	32 - OLD TAG NUMBER			
05 - INSTALLATION SUB	19 - ACQ TRANS NUMBER	33 - DATE AVAILABLE			
06 - ITEM NAME	20 - ACQ ENTRY REF NO	34 - EST COST CODE			
07 - MFG CODE	21 - ACQ DOC CNTL NO	35 - CONDITION CODE			
08 - MFG NAME	22 - CUSTODIAN ACCT NO	36 - UNIQUE EQUIP NUMBER			
09 - MFG MODEL NUMBER	23 - CUSTODIAN NUMBER	37 - HAZ MATERIAL CODE			
10 - MFG SERIAL NUMBER	24 - CUST ORG CODE	38 - PREC METAL CODE			
11 - YEAR MFG	25 - USER NUMBER	39 - DATE LAST CALIBRATED			
12 - NATIONAL STOCK NO	26 - USER NAME	40 - DATE CALIBRATION DUE			
13 - COST	27 - EQUIP ZIP CODE	41 - DATE WRNTY EXP MAT			
14 - CAP/SENS CODE	28 - EQUIP BUILDING	42 - DATE WRNTY EXP LABOR			
(MORE FIELDS ON NEXT PAGE)					

### PURPOSE:

This screen lists page 1 or 3 pages of fields and prompts to enter the field number for display.

### CALLED FROM SCREEN:

This screen is called by the NEMS History File Ad hoc By Field Sort Selection Menu.

### CALLS SCREEN:

This screen calls the History Record Display Screen or the Display Selection Screen 2.

### INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Display field must be 01 thru 42
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download the data to the PC, or
- f. 'B' to run as an overnight report
- g. 'X' to exit

### NEMS HISTORY FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 2

USER-ID: XXXXX	NEMS HISTORY FILE ADHOC BY FIELD	DATE: MM DD: YY
PROGRAM ADH950P4		TIME: HH: MM SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER '3' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)		
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
43 - OTHER AGENCY NO	57 - EQUIP MGMT CODE	71 - FREEZE NUMBER
44 - CONTRACTOR TAG NO	58 - IDLE EQUIP CODE	72 - PREVIOUS ECN

45 - CONTRACTOR ACCT	59 - LABOR COST LAST SERV	73 - LAST ENTRY REF NO
46 - LOAN/LEASE DOC NO	60 - LABOR COST YTD	74 - LAST TRANS NUMBER
47 - DATE L/L/B IN DUE	61 - LABOR COST TD	75 - LOCAL DATA
48 - DATE LOANED OUT	62 - PARTS COST LAST SERV	76 - DELETE DATE
49 - DATE LEASED OUT	63 - PARTS COST YTD	77 - PREV CUST ACCT NO
50 - DATE SHIPPED	64 - PARTS COST TD	78 - DATE REPAIR RETURN
51 - DATE BORROWED OUT	65 - NO OF TIMES SERV	79 - ITEM NAME STANDARD
52 - DATE STORAGE DUE	66 - DATE LAST SERV	80 - NEW ECN
53 - DATE STORED IN	67 - CONTRACTOR CONVEYOR	81 - CUSTODIAN MAIL
54 - DATE L/L/B OUT DUE	68 - INST CONVEYOR	82 - CUSTODIAN PHONE
55 - EQUIP IN CODE	69 - CONTRACTOR RECEIVER	83 - USER MAIL
56 - EQUIP OUT CODE	70 - INST RECEIVER	84 - USER PHONE

#### PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

#### CALLED FROM SCREEN:

This screen is called by the NEMS History File Ad hoc By Field Sort Selection Menu.

#### CALLS SCREEN:

This screen calls the History Record Display Screen or the Display Selection Screen 2.

#### INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Display field must be 01 thru 84
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '3' to go to third page
- e. 'D' to download the data to the PC, or
- f. 'B' to run as an overnight report
- g. 'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD  
DISPLAY SELECTION SCREEN 3**

```
USER-ID: XXXXX          NEMS HISTORY FILE ADHOC BY FIELD          DATE: MM/DD/YY
PROGRAM: ADH950P4              TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _

85 - LOCATION
86 - CAPITAL AMT
87 - ORG COST ACCT
88 - PROG COST ACCT
89 - PREV ORG COST ACCT
90 - PREV PROG COST ACCT
91 - HERITAGE CODE
92 - CONTRACT NO
93 - APPROPRIATION YEAR
94 - DEMIL CODE
```

PURPOSE:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

**CALLED FROM SCREEN:**

This screen is called by the Display Selection Screen 2.

**CALLS SCREEN:**

This screen calls the Field Display Screen.

**INSTRUCTION STEPS:**

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Equipment File Ad hoc By Field Menu.

Press the 'ENTER' key.

**EDIT CRITERIA:**

- a. Display fields must be 01 thru 90
- b. Display field numbers must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download the data to the PC, or
- e. 'B' to run as an overnight report
- f. 'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD DISPLAY SCREEN**

NEMS HISTORY FILE ADHOC BY FIELD
----------------------------------

ECN
-----
A123456
A123456
A123457
A123458
A123459
A123460
A190101
C000001
C000002
C000005
C000005
C000006
C000007
C000025
C000025
C000025
ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N

#### PURPOSE:

This screen displays all the requested fields with default column headers.

#### CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

#### CALLS SCREEN:

This screen calls the next page of Display Screen if any or History File Ad hoc By Field Menu.

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter the 'N' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' exit the screen and return to the NEMS History Ad hoc By Field Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS HISTORY FILE AD HOC BY FIELD  
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD): _ _ _		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471_____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL: _		

**PURPOSE:**

This screen lists the default report distribution information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

**CALLED FROM SCREEN:**

This screen is called by the NEMS History File Display Selection Screen when the "b" (Batch) option is used.

**CALLS SCREEN:**

Upon completion, this screen calls the NEMS History File Find Selection Menu.

**INSTRUCTION STEPS:**

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.



Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

Distribution:

- a. Mandatory
- b. No further edits

Mail Stop:

- a. Mandatory
- b. No further edits

Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

Printer Destination Code:

- a. Mandatory
- b. No further edits

Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

## NEMS MONTHLY TRANSACTION FILE AD HOC – ECN SELECTION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH960P1	MONTHLY TRANSACTION FILE ADHOC BY ECN	TIME: HH:MM:SS
ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____		
START AT PAGE (1, 2, 3): 1		

### PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu

### CALLS SCREEN:

This screen calls the Sequence Number Selection Screen or the Monthly Transaction Record Display Screen – page 1, 2 or 3 as indicated.

### INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed.

Optionally enter page 2 , 3 or accept the default , page 1.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

A valid ECN or 'X'

## SELECT NEMS MONTHLY TRANSACTION FILE BY ECN

USER-ID: XXXXX		NEMS		DATE: MM/DD/YY	
PROGRAM ADH960P1		MONTHLY TRANSACTION FILE ADHOC BY ECN		TIME: HH:MM:SS	
TRANSACTION					
ECN	SEQUENCE NO	TRANS NO	DATE	TIME	ENTRY REF NO
V000001	1	01	98/08/24	11:47:31:7	0882368032
V000001	2	25	98/08/24	11:48:55:4	0882368033
V000001	3	65	98/08/24	11:49:52:8	0882368034
ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT OR ' ' TO CONTINUE: ____					

### PURPOSE:

This menu lists all the monthly transactions for the ECN entered on the ECN Selection Screen. Up to fifteen per page.

### CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

### CALLS SCREEN:

This screen calls the NEMS Monthly Transaction Record Screen – page 1, 2 or 3 indicated. Upon completion, control is returned to the ECN selection screen.

### INSTRUCTION STEPS:

Step 1: Select the monthly transaction you wish to see. Enter the sequence number, assigned above on the screen, or leave it Blank. When entering a only be a valid sequence number.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the EXIT field.

Press the 'ENTER' key.

EDIT CRITERIA:

A valid sequence number, Blank or 'X'

### NEMS MONTHLY TRANSACTION RECORD – PAGE 1 OF 3

USER-ID: XXXXX	NEMS MONTHLY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM ADH960P1	PAGE 1 OF 3	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		
ECN:	TRANSACTION NUMBER:	
PREVIOUS ECN:	ENTRY REFERENCE NUMBER:	
UNIQUE EQUIP NO:	TRANSACTION DATE:	
COST:	TRANSACTION TIME:	
PREVIOUS COST:	NEMS USER ID:	
CUSTODIAN NO:	ITEM NAME:	
PREVIOUS CUST NO:	MANUF CODE:	
CUST NAME:	MANUF NAME:	
CUSTODIAN ACCT NO:	MANUF MODEL NO:	
PREVIOUS CUST ACCT NO:	MANUF SERIAL NO:	
USER NO:	YEAR MANUFACTURED:	
PREVIOUS USER NO:	NATIONAL STOCK NO:	
USER NAME:	PREV NAT STOCK NO:	
EQUIP LOC- BLDG NO:	EQ LOC- BLDG NAME: OFFICE BUILDING	
EQUIPMENT LOCATION- ROOM:	EQUIPMENT LOCATION- ZIP CODE:	
INSTALLATION NO ACCT:	CONTRACTOR TAG NO:	
INSTALLATION NO SUB:	CONTRACTOR NO ACCT:	
INSTALLATION NO CONV:	CONTRACTOR NO CONV:	
INSTALLATION NO RECV:	CONTRACTOR NO RECV:	

PURPOSE:

This screen lists the first of three pages of data from the Monthly Transaction File Record.

CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen or the Sequence Number Selection Screen when there is more than 1 transaction.

CALLS SCREEN:

Upon completion, control is passed to page 2.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary. Use Print Screen capability if so desired.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the EXIT field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## NEMS MONTHLY TRANSACTION RECORD – PAGE 2 OF 3

USER-ID: XXXXX PROGRAM ADH960P1 ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____	NEMS MONTHLY TRANSACTION RECORD PAGE 2 OF 3	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: CAP/SENS CODE: PREV CAP/SENS CODE: AVAIL STATUS CODE: PREV AVAIL STAT CODE: CONDITION CODE: EST COST CODE: HAZ MATERIAL CODE: PREC METAL CODE: IDLE EQUIP CODE: EQUIP MGMT CODE: ADJ DOC REF NO: ADJUST COST: RECON CODE: OTHER AGENCY NO: FREEZE NUMBER: PRINT NEMS- 1: LOCAL DATA:	ITEM NAME: COMPUTER ITEM NAME STD: DATE NASA ACQ: _____ ACQ DOC CNTL NO: DATE WRNTY EXP (MAT): _____ DATE AVAILABLE: DATE INVENTORIED: DATE STORAGE DUE: DATE SHIPPED OTHER INST: DATE LAST CALIBRATED: _____ DATE LAST SERVICED: COST LAST SERV (PARTS): _____ LOAN/LEASE DOCUMENT NO: DATE LOAN/LEASE/BRW IN DUE: _____ DATE REPAIR RETURN DUE: DATE LOANED OUT: DATE LEASED OUT: DATE BORROWED OUT:	DATE INST ACQ:  (LABOR):  DUE:  (LABOR):  OUT:

### PURPOSE:

This screen lists the second of three pages of data from the Monthly Transaction File record.

### CALLED FROM SCREEN:

This screen is called by page 1 of data, or by the ECN Selection Screen.

### CALLS SCREEN:

Upon completion, control is passed to page 3.

### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

### NEMS MONTHLY TRANSACTION RECORD – PAGE 3 OF 3

USER-ID: XXXXX	NEMS MONTHLY TRANSACTION RECORD	DATE: MM/DD/YY
PROGRAM: ADH960P1	PAGE 3 OF 3	TIME: HH:MM:SS
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		
ECN: H000001	ITEM NAME: KJL O;I	
CAPITAL AMT:	PREV CAPITAL AMT:	
ORG COST ACCT: OCA	PROG COST ACCT: PCA	
PREV ORG COST ACCT:	PREV PROG COST ACCT:	
APPROPRIATION YEAR: 2000	CONTRACT NO: 2000	
HERITAGE CODE:	DEMIL:	

PURPOSE:

This screen lists page 3 or 3 pages of data from the Monthly File record.

CALLED FROM SCREEN:

This screen is called by page 2 of data, or by the ECN selection screen.

CALLS SCREEN:

Upon completion, control is passed to page 1.

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering 'X' in the exit field. The user will return to the ECN Selection Screen. The user may also enter the new ECN.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X' or ECN

### NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD FIND SELECTION SCREEN



USER-ID: XXXXX	NEMS MONTHLY TRANS FILE ADHOC BY FIELD		DATE: MM/DD/YY
PROGRAM ADH970P1			TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA OR 'X' TO EXIT			
' (	DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE )' AND/OR
-	-	-	-
-	-	-	-
-	-	-	-
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'			
01 - ECN	07 - CUSTODIAN NUMBER	13 - CONTRACTOR ACCT	
02 - ITEM NAME	08 - USER NUMBER	14 - ENTRY REFERENCE NO	
03 - MFG CODE	09 - EQUIP ZIP CODE	15 - TRANSACTION NUMBER	
04 - MFG MODEL NUMBER	10 - EQUIP BUILDING	16 - LOAN/LEASE DOC NO	
05 - AVAIL STATUS CODE	11 - UNIQUE EQUIP NUMBER		
06 - CUSTODIAN ACCT NO	12 - CONTRACTOR TAG NO		

#### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

#### CALLS SCREEN:

This screen calls the Where Clause Selection Screen.

#### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number , Operator and Search value.

Press the 'ENTER' key.

Step 2: If error message appear at bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- Descriptor must be entered
- Descriptor number must be 01 thru 16
- Descriptor number must be numeric
- Operators must be (eq, lt, gt, ne, ge, le)

- e. Date format must be yyyyymmdd'
- f. 'X' to exit

### NEMS MONTHLY FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 1

USER-ID: XXXXX		NEMS MONTHLY TRANS FILE		DATE: MM/DD/YY	
PROGRAM ADH970P2		ADHOC BY FIELD		TIME: HH:MM:SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT					
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE	AND/OR		
_____					
ENTER '2' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'					
01 - ECN	13 - CONTRACTOR ACCT	25 - ACQ DOC CNTL NO			
02 - ITEM NAME	14 - ENTRY REFERENCE NO	26 - EQUIP ROOM			
03 - MFG CODE	15 - TRANSACTION NUMBER	27 - DATE INVENTORIED			
04 - MFG MODEL NUMBER	16 - LOAN/LEASE DOC NO	28 - DATE AVAILABLE			
05 - AVAIL STATUS CODE	17 - INSTALLATION SUB	29 - EST COST CODE			
06 - CUST ACCT NUMBER	18 - MFG SERIAL NUMBER	30 - CONDITION CODE			
07 - CUSTODIAN NUMBER	19 - YEAR MANUFACTURED	31 - HAZ MATERIAL CODE			
08 - USER NUMBER	20 - NATIONAL STOCK NO	32 - PRECIOUS METAL CODE			
09 - EQUIP ZIP CODE	21 - COST	33 - DATE LAST CALIBRATED			
10 - EQUIP BUILDING	22 - CAP/SENS CODE	34 - DATE CALIBRATION DUE			
11 - UNIQUE EQUIP NUMBER	23 - PREV AVAIL STATUS CDE	35 - DATE WRNTY EXP MAT			
12 - CONTRACTOR TAG NO	24 - DATE INST ACQ	36 - DATE WRNTY EXP LABOR			

#### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the find the selection screen.

#### CALLS SCREEN:

This screen calls the sort selection screen or the Where Selection Screen page 2.

#### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may go to the second page by entering '2' in the page field or the user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the find selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 36
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. '2' to go to second page
- h. 'X' to exit

### NEMS MONTHLY FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 2

USER-ID: XXXXX	NEMS MONTHLY TRANS FILE	DATE: MM/DD/YY
PROGRAM: ADH970P2	ADHOC BY FIELD	TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE 'X' TO EXIT		
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE AND/OR
---	---	---
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD'		
37 - OTHER AGENCY NO	49 - DATE LAST SERV	61 - ADJ DOC REFERENCE
38 - DATE L/L/B IN DUE	50 - CONTRACTOR CONVEYOR	62 - PREV CUST ACCT NO
39 - DATE LOANED OUT	51 - INST CONVEYOR	63 - PREV NAT STOCK NO
40 - DATE LEASED OUT	52 - CONTRACTOR RECEIVER	64 - PREV COST
41 - DATE SHIPPED	53 - INST RECEIVER	65 - PREV CAP/SENS CODE
42 - DATE BORROWED OUT	54 - FREEZE NUMBER	66 - PREV USER NUMBER
43 - DATE STORAGE DUE	55 - PREVIOUS ECN	67 - PREV CUST NUMBER
44 - DATE L/L/B OUT DUE	56 - PRINT NEMS 1	68 - DATE REPAIR RETURN
45 - EQUIP MGMT CODE	57 - TRANSACTION DATE	69 - ITEM NAME STANDARD
46 - IDLE EQUIP CODE	58 - NEMS USER ID	70 - DATE NASA ACQ
47 - LABOR COST LAST SERV	59 - ADJUSTMENT COST	71 - CAPITAL AMT
48 - PARTS COST LAST SERV	60 - RECON CODE	72 - HERITAGE CODE

#### PURPOSE:

This screen prompts for the descriptor number, operator and search value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen 1.

#### CALLS SCREEN:

This screen calls the Sort Selection Screen.

#### INSTRUCTION STEPS:

Step 1: Enter the descriptor number, operator and search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may cancel the transaction before attempting a sort by entering a 'c' in the cancel field, or may continue with the ad hoc pressing the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 71
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyy,,'
- f. 'X' to exit

## NEMS MONTHLY FILE BY FIELD SORT SELECTION MENU

USER-ID: XXXXX	NEMS MONTHLY TRANS FILE	DATE: MM/DD/YY
PROGRAM: ADH970P3	ADHOC BY FIELD	TIME: HH:MM:SS

ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:

SORT:        \_        \_        \_

BREAK:     N        N        N

NOTE: TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD CHANGE THE 'N' TO AN 'Y'.

01 - ECN	07 - CUSTODIAN NUMBER	13 - CONTRACTOR TAG NO
02 - ITEM NAME	08 - USER NUMBER	14 - CONTRACTOR ACCT
03 - MFG CODE	09 - EQUIP ZIP CODE	15 - ENTRY REFERENCE NO
04 - MFG MODEL NUMBER	10 - EQUIP BUILDING	16 - TRANSACTION NUMBER
05 - YEAR MANUFACTURED	11 - EQUIP ROOM	17 - LOAN/LEASE DOC NO
06 - CUSTODIAN ACCT NO	12 - UNIQUE EQUIP NUMBER	18 - AVAIL STATUS CODE
		19 - HERITAGE CODE

### PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

### CALLED FROM SCREEN:

This screen is called by the where selection screen.

### CALLS SCREEN:

This screen calls the NEMS Monthly Transaction Field Selection for Display Screen.

### INSTRUCTION STEPS:

Step 1: Select the descriptor you wish the record to be sorted by up to three fields. If you want to display summary level information at the break of each sort field change the "n" to a "y".

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

### EDIT CRITERIA:

- a. Descriptor number must be 01 thru 18

- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit

### NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN

USER-ID: XXXXX		NEMS MONTHLY TRANS FILE		DATE: MM/DD/YY	
PROGRAM ADH970P4		ADHOC BY FIELD		TIME: HH:MM:SS	
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:					
ENTER '2' TO GO TO NEXT PAGE: (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED)					
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _					
01 - ECN	14 - PREVIOUS COST	27 - USER NAME			
02 - INSTALLATION NO	15 - CAP/SENS CODE	28 - EQUIP ZIP CODE			
03 - INSTALLATION ACCT	16 - PREV CAP/SENS CODE	29 - EQUIP BUILDING			
04 - INSTALLATION SUB	17 - AVAIL STATUS CODE	30 - EQUIP ROOM			
05 - ITEM NAME	18 - PREV AVAIL STATUS	31 - DATE INVENTORIED			
06 - MFG CODE	19 - DATE INST ACQ	32 - DATE AVAILABLE			
07 - MFG NAME	20 - ACQ DOC CNTL NO	33 - EST COST CODE			
08 - MFG MODEL NUMBER	21 - CUST ACCT NUMBER	34 - CONDITION CODE			
09 - MFG SERIAL NUMBER	22 - PREV CUST ACCT NO	35 - UNIQUE EQUIP NO			
10 - YEAR MFG	23 - CUSTODIAN NO	36 - HAZ MATERIAL CODE			
11 - NATIONAL STOCK NO	24 - PREV CUSTODIAN NO	37 - PREC METAL CODE			
12 - PREV NAT STOCK NO	25 - USER NUMBER	38 - DATE LAST CALIBRATED			
13 - COST	26 - PREV USER NUMBER	39 - DATE CALIBRATION DUE			
(MORE FIELDS ON NEXT PAGE)					

#### PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Monthly Transaction Ad hoc By Field Sort Selection Menu.

#### CALLS SCREEN:

This screen calls the Record Display Screen or the Display Selection Screen 2.

#### INSTRUCTION STEPS:

Step 1: Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 2 by entering '2' in the Page field, or the user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display field must be 01 thru 39
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '2' to go to second page
- e. 'D' to download data to the PC, or
- f. 'B' to run as a report overnight
- g. 'X' to exit

## NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 2

USER-ID: XXXXX	NEMS MONTHLY TRANS FILE	DATE: MM/DD/YY
PROGRAM ADH970P4	ADHOC BY FIELD	TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER '3' TO GO TO NEXT PAGE: _ (FIELDS ENTERED ON THIS PAGE WILL BE RETAINED) ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
40 - DATE WRNTY EXP MAT	53 - EQUIP MGMT CODE	66 - LOCAL DATA
41 - DATE WRNTY EXP LABOR	54 - IDLE EQUIP CODE	67 - PRINT NEMS 1
42 - OTHER AGENCY NO	55 - LABOR COST LAST SERV	68 - TRANSACTION DATE
43 - CONTRACTOR TAG NO	56 - PARTS COST LAST SERV	69 - TRANSACTION TIME
44 - CONTRACTOR ACCT	57 - DATE LAST SERV	70 - NEMS USER ID
45 - LOAN/LEASE DOC NO	58 - CONTRACTOR CONVEYOR	71 - ADJUSTMENT COST
46 - DATE L/L/B IN DUE	59 - INST CONVEYOR	72 - RECON CODE
47 - DATE LOANED OUT	60 - CONTRACTOR RECEIVER	73 - ADJ DOC REFERENCE
48 - DATE LEASED OUT	61 - INST RECEIVER	74 - DATE REPAIR RETURN
49 - DATE SHIPPED	62 - FREEZE NUMBER	75 - ITEM NAME STANDARD
50 - DATE BORROWED OUT	63 - PREVIOUS ECN	76 - DATE NASA ACQ
51 - DATE STORAGE DUE	64 - ENTRY REFERENCE NO	77 - CAPITAL AMT
52 - DATE L/L/B OUT DUE	65 - TRANSACTION NO	78 - PREV CAPITAL AMT

### PURPOSE:

This screen lists page 2 or 3 pages of fields and prompts to enter the field number for display.

### CALLED FROM SCREEN:

This screen is called by the NEMS Monthly File Ad hoc By Field Sort Selection Menu.

### CALLS SCREEN:

This screen calls the Monthly Record Display Screen or the Display Selection Screen 3.

### INSTRUCTION STEPS:

Step 1: Enter the Field Number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may go to page 3 by entering '3' in the page field, or user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the descriptor number (find) selection screen.



Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display field must be 01 thru 78
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. '3' to go to third page
- e. 'D' to download the data to the PC, or
- f. 'B' to run as an overnight report
- g. 'X' to exit

### NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN 3

USER-ID: XXXXX	NEMS MONTHLY TRANS FILE	DATE: MM/DD/YY
PROGRAM: ADH970P4	ADHOC BY FIELD	TIME: HH:MM:SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT: _		
79 - ORG COST ACCT		
80 - PROG COST ACCT		
81 - PREV ORG COST ACCT		
82 - PREV PROG COST ACCT		
83 - HERITAGE CODE		
84 - CONTRACT NO		
85 - APPROPRIATION YEAR		
86 - DEMIL CODE		

#### PURPOSE:

This screen lists page 3 of 3 pages fields and prompts the user to select the fields for display.

#### CALLED FROM SCREEN:

This screen is called by the Display Selection Screen 2.

#### CALLS SCREEN:

This screen calls the Field Display Screen.

#### INSTRUCTION STEPS:

Step 1: Enter the field numbers to be displayed up to 10 fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or the user may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Monthly File Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

- a. Display fields must be 01 thru 82
- b. Display field numbers must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download the data to the PC, or
- e. 'B' to run as an overnight report
- f. 'X' to exit

## NEMS MONTHLY TRANSACTION FILE AD HOC BY FIELD DISPLAY SCREEN

ECN	NEMS MONTHLY TRANS FILE ADHOC BY FIELD
-----	
C800001	
C800001	
D100000	
D100000	
D100000	
D100000	
D100001	
D100001	
D100001	
D100001	
D100001	
D100001	
D100002	
D100002	
D100003	
D100003	
D100003	
D100004	
ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N	

### PURPOSE:

This screen displays all the requested fields with default column headers.

### CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

### CALLS SCREEN:

This screen calls the next page of Display Screen if any or Monthly File Ad hoc By Field Menu.

### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter the 'N' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' exit the screen and return to the NEMS Monthly Ad hoc By Field Menu.

Press the 'ENTER' key.

EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

**NEMS MONTHLY TRANS FILE AD HOC BY FIELD  
NEMS REPORT DISTRIBUTION INFORMATION SCREEN**

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD): _ _ _		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL: _		

**PURPOSE:**

This screen lists the default report distribution information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Monthly File Display Selection Screen when the "b" (Batch) option is used.

#### CALLS SCREEN:

Upon completion, this screen calls the NEMS Monthly File Find Selection Menu.

#### INSTRUCTION STEPS:

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Monthly Transaction File Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

##### Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

##### Distribution:

- a. Mandatory
- b. No further edits

##### Mail Stop:

- a. Mandatory

- b. No further edits

Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

Printer Destination Code:

- a. Mandatory
- b. No further edits

Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

## NEMS TRANSFER FILE AD HOC – ECN SELECTION SCREEN

USER-ID: XXXXX PROGRAM ADH980P1	NEMS TRANSFER FILE ADHOC BY ECN	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER ECN TO BE DISPLAYED OR 'X' TO EXIT: _____		
ONLY ONE PAGE (1): 1		

### PURPOSE:

This screen prompts for the ECN of the record to be displayed, as well as a page selection option.

### CALLED FROM SCREEN:

This screen is called by NEMS Ad hoc Inquiries Menu.

### CALLS SCREEN:

This screen calls the Transfer Record Display Screen – page 1.

### INSTRUCTION STEPS:

Step 1: Enter the ECN of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

A valid ECN or 'X'



## NEMS TRANSFER RECORD BY ECN – PAGE 1 OF 1

USER-ID: XXXXX	NEMS TRANSFER RECORD	DATE: MM/DD/YY
PROGRAM: ADH980P1	PAGE 1 OF 1	TIME: HH:MM:SS
ENTER 'X' TO EXIT: _____		
ECN: 1519695	TRANSACTION NUMBER: 65	
UNIQUE EQUIP NO:	ITEM NAME: ELECTRIC MOTOR	
COST: 104000.00	CONTRACTOR TAG NO:	
ITEM NAME STANDARD:	EST COST CODE:	
CONDITION CODE:	MANUF CODE: 0G3K8	
CAP/SENS CODE: M	MANUF MODEL NO: 50668202	
YEAR MANUFACTURED: 1998	MANUF SERIAL NO: 542514	
PREC METAL CODE:	DATE SHIPPED OTHER INST:	
INSTALLATION NO CONV: 1010	INSTALLATION NO RECV: 0808	
DATE WRNTY EXP (MAT):	DATE WRNTY EXP (LABOR):	
HAZ MAT CODE:	DATE ADDED TO TRANSFER:	
DATE NASA ACQ:	NATIONAL STOCK NO: 6105	
DATE LAST CALIBRATED:	DATE CALIBRATION DUE:	
CAPTIALIZATION AMT: 104000.00		
HERITAGE CODE: M	DEMIL:	

### PURPOSE:

This menu lists page 1 of 1 pages from the Transfer File Record.

### CALLED FROM SCREEN:

This screen is called by the ECN Selection Screen.

### CALLS SCREEN:

Upon completion, enter 'X' to exit and control is passed back to ECN Selection Screen.

### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may go to the ECN Selection Screen by entering 'X' in the exit field and may select a new ECN to be displayed.

Press the 'ENTER' key.

### EDIT CRITERIA:

Blank or 'X' or ECN

## NEMS TRANSFER FILE AD HOC BY FIELD FIND SELECTION SCREEN

USER-ID: XXXXX	NEMS TRANSFER FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM ADH981P1		TIME: HH:MM:SS
ENTER THE SELECTION CRITERIA OR 'X' TO EXIT		
' (	DESCRIPTOR NUMBER	OPERATOR
-	-	-
-	-	-
-	-	-
-	-	-
VALID OPERATORS (EQ, GT, LT, NE, GE, LE)		
01 - ECN		

### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search value.

### CALLED FROM SCREEN:

This screen is called by the NEMS Ad hoc Inquiries Menu.

### CALLS SCREEN:

This screen calls the Where Clause Selection Menu.

### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to NEMS Ad hoc Inquiries Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01
- c. Descriptor number must be numeric

- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd'
- f. 'X' to exit

### NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD WHERE SELECTION SCREEN – PAGE 1

USER-ID: XXXXX		NEMS TRANSFER FILE ADHOC BY FIELD		DATE: MM DD: YY	
PROGRAM ADH981P2				TIME: HH: MM SS	
ENTER THE SELECTION CRITERIA FOR THE WHERE CLAUSE OR 'X' TO EXIT					
DESCRIPTOR NUMBER	OPERATOR	SEARCH VALUE	AND/OR		
-----					
VALID OPERATORS (EQ, GT, LT, NE, GE, LE) -- DATE FORMAT 'YYYYMMDD' OR 'YYYYMM'					
01 - ECN		14 - TRANSACTION NO		27 - CAPITAL AMT	
02 - INST RECEIVER		15 - CONDITION CODE			
03 - INST CONVEYOR		16 - UNIQUE EQUIP NO			
04 - EST-COST-CODE		17 - HAZ MATERIAL CODE			
05 - ITEM NAME		18 - PREC METAL CODE			
06 - DATE NASA ACQ		19 - DATE LAST CALIBRATION			
07 - MFG CODE		20 - DATE CALIBRATION DUE			
08 - MFG MODEL NUMBER		21 - DATE WRNTY EXP MATERIAL			
09 - MFG SERIAL NUMBER		22 - DATE WRNTY EXP LABOR			
10 - YEAR MFG		23 - CONTRACTOR TAG NO			
11 - NATIONAL STOCK NO		24 - DATE SHIPPED OTHER INST			
12 - COST		25 - ITEM NAME STD			
13 - CAP SENS CODE		26 - DATE ADDED TO TRANSFER			

#### PURPOSE:

This screen prompts for the Descriptor Number, Operator and Search Value for the where clause.

#### CALLED FROM SCREEN:

This screen is called by the find the selection screen.

#### CALLS SCREEN:

This screen calls the sort selection screen

#### INSTRUCTION STEPS:

Step 1: Enter the Descriptor Number, Operator and Search value.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: When all error messages are corrected, a message will appear at the bottom of the screen giving the number of selected records based on the selection criteria. The user may

cancel the transaction before attempting a sort by entering a 'C' in the cancel field, or may continue with the ad hoc by pressing the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the find selection screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor must be entered
- b. Descriptor number must be 01 thru 27
- c. Descriptor number must be numeric
- d. Operators must be (eq, lt, gt, ne, ge, le)
- e. Date format must be 'yyyymmdd' or 'yyyymm'
- f. 'X' to exit

#### **SORT SELECT NEMS TRANSFER TRANSACTION FILE BY FIELD**

USER-ID: XXXXX	NEMS TRANSFER FILE ADHOC BY FIELD	DATE: MM/DD/YY
PROGRAM: ADH981P3		TIME: HH:MM:SS
<p>ENTER THE NUMBERS FOR UP TO THREE SORT FIELDS IN THE ORDER THE DATA IS TO BE SORTED OR ' ' IF NO SORT IS NEEDED OR 'X' TO EXIT:</p> <p>SORT:     _     _     _</p> <p>BREAK:    N     N     N</p> <p>NOTE: TO DISPLAY SUMMARY LEVEL INFORMATION AT BREAK OF EACH SORT FIELD CHANGE THE 'N' TO A 'Y'.</p> <p>01 - ECN 02 - TRANS NO 03 - INST CONVEYOR 04 - DATE ADDED TO TRANSFER 05 - DATE SHIPPED OTHER INST 06 - HERITAGE CODE</p>		

#### PURPOSE:

This menu lists all the fields available for sort selection up to 3 sorts per record.

#### CALLED FROM SCREEN:

This screen is called by the Where Selection Screen.

#### CALLS SCREEN:

This screen calls the NEMS Transfer File Field Selection for Display Screen.

#### INSTRUCTION STEPS:

Step 1: Select the descriptor you wish the record to be sorted by up to three fields. If you wish to display summary level information at break of each sort field change the 'N' to a 'Y'.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'X' in the Exit field.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Descriptor number must be 01 thru 05
- b. Descriptor number must be numeric
- c. Break field must be equal to 'n' or 'y'
- d. 'X' to exit

### NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD DISPLAY SELECTION SCREEN

USER-ID: XXXXX	NEMS TRANSFER FILE ADHOC BY FIELD	DATE: MM DD YY
PROGRAM ADH981P4		TIME: HH MM SS
ENTER UP TO 10 FIELDS TO BE DISPLAYED OR 'X' TO EXIT:		
<div style="display: flex; justify-content: space-between;"> <div> <p>ENTER 'D' DOWNLOAD NEMS-PC, 'N' DOWNLOAD NAT CONN, 'B' TO RUN OVERNIGHT:</p> <p>01 - ECN</p> <p>02 - INST RECEIVER</p> <p>03 - INST CONVEYOR</p> <p>04 - EST-COST-CODE</p> <p>05 - ITEM NAME</p> <p>06 - DATE NASA ACQ</p> <p>07 - MFG CODE</p> <p>08 - MFG MODEL NUMBER</p> <p>09 - MFG SERIAL NUMBER</p> <p>10 - YEAR MFG</p> <p>11 - NATIONAL STOCK NO</p> <p>12 - COST</p> <p>13 - CAP SENS CODE</p> </div> <div> <p>14 - TRANSACTION NO</p> <p>15 - CONDITION CODE</p> <p>16 - UNIQUE EQUIP NO</p> <p>17 - HAZ MATERIAL CODE</p> <p>18 - PREC METAL CODE</p> <p>19 - DATE LAST CALIBRATION</p> <p>20 - DATE CALIBRATION DUE</p> <p>21 - DATE WRNTY EXP MATERIAL</p> <p>22 - DATE WRNTY EXP LABOR</p> <p>23 - CONTRACTOR TAG NO</p> <p>24 - DATE SHIPPED OTHER INST</p> <p>25 - ITEM NAME STD</p> <p>26 - DATE ADDED TO TRANSFER</p> </div> <div> <p>27 - CAPITAL AMT</p> </div> </div>		

#### PURPOSE:

This screen lists all the fields in the file and prompts to enter the field number for display.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Transfer Transaction Ad hoc By Field Sort Selection Menu.

#### CALLS SCREEN:

This screen calls the Record Display Screen

#### INSTRUCTION STEPS:

Step 1: Enter the field number of the record to be displayed.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may download the data to the PC by entering a 'D' or may run the ad hoc as an overnight report by entering a 'B'.

Press the 'ENTER' key.

Step 4: The user may exit the screen at any time by entering an 'X' in the Exit field. The user will return to the Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

- a. Display field must be 01 thru 27
- b. Display field number must be numeric
- c. Must select a minimum of one display field
- d. 'D' to download data to the PC, or
- e. 'B' to run as a report overnight
- f. 'X' to exit

## NEMS TRANSFER TRANSACTION FILE AD HOC BY FIELD DISPLAY SCREEN

NEMS TRANSFER FILE ADHOC BY FIELD	
ECN	
-----	
J000158	
J000159	
J000160	
J000161	
J000168	
S100000	
S110000	
T191901	
ENTER 'N' TO VIEW NEXT PAGE, 'R' TO REVIEW FROM PAGE 1, OR 'X' TO EXIT: N	

### PURPOSE:

This screen displays all the requested fields with default column headers.

### CALLED FROM SCREEN:

This screen is called by the Select Field For Display Menu

### CALLS SCREEN:

This screen calls the next page of Display Screen if any or Transfer File Ad hoc By Field Menu.

### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: Enter the 'N' to go to the next screen of data. Enter 'R' to re-display the output starting from page 1. Enter 'X' exit the screen and return to the NEMS Transfer Ad hoc By Field Menu.

Press the 'ENTER' key.

### EDIT CRITERIA:

'N' to view next page

'R' to review

'X' to exit

### NEMS TRANSFER TRANS FILE AD HOC BY FIELD NEMS REPORT DISTRIBUTION INFORMATION SCREEN

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM ADH999P1	REPORT DISTRIBUTION INFORMATION	TIME: HH:MM:SS
EFFECTIVE DATE (YY MM DD):    _ _ _		
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471_____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX):    _		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	
ENTER 'C' TO CANCEL:    _		

#### PURPOSE:

This screen lists the default report distribution information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

#### CALLED FROM SCREEN:

This screen is called by the NEMS Transfer File Display Selection Screen when the "b" (Batch) option is used.

#### CALLS SCREEN:

Upon completion, this screen calls the NEMS Transfer File Find Selection Menu.

#### INSTRUCTION STEPS:

Step 1: The default report distribution information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.



Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the Cancel field. The user will return to the NEMS Transfer Transaction File Find Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

##### Effective Date:

- a. Mandatory
- b. Must be numeric
- c. Must be in format 'yy mm dd'
- d. Must be greater than or equal to the current date

##### Distribution:

- a. Mandatory
- b. No further edits

##### Mail Stop:

- a. Mandatory
- b. No further edits

##### Number of Copies:

- a. Mandatory
- b. Must be numeric between 1 and 99

##### Printer Destination Code:

- a. Mandatory
- b. No further edits

##### Report Print Type:

- a. Mandatory
- b. Must be 'X' or 'p'

Binding Instructions:

- a. Currently not used

#### **4. NEMS EQUIPMENT FILE UPDATE SUBSYSTEM**

The NEMS Equipment file Update Subsystem is designed to allow the user to make additions, changes, and deletions to the NEMS Equipment file in an online environment. This is accomplished through the use of specific update activities called transactions. Each transaction has a formatted screen to collect and edit the information needed to fulfill the specific purpose of the transaction. This subsystem is divided into three types of transactions:

1. Add transactions are identified by transactions numbered 01 to 24. Each transaction will add a record to the NEMS Equipment file. The Transaction should be selected that corresponds to the way in which the equipment was acquired. The Equipment file update subsystem will not permit a record to be added with the same Equipment Control Number (ECN) as one already on the Equipment file.
2. Change transactions are identified by transaction numbered 25 to 64 and are used to update existing Equipment file record to reflect an activity with that equipment. The Equipment file update subsystem will not permit changes to records that do not exist.
3. Delete Transactions are identified by transactions numbered 65 to 99 and are used to remove equipment records from the Equipment file. When the record is removed from the Equipment file it is retired to the NEMS Historical file. As before, the transaction selected should reflect the reason a record is deleted.

The Equipment file update subsystem also allows space for individual installations to insert elements for local use called Local Data. Each NASA installation must prepare supplementary instructions for local requirements beyond the scope of agencywide policies and procedures.

The NEMS-1 is NASA Form 1602 and is the standard agency form that reflects equipment information contained in the NEMS Equipment file and controls all equipment transactions after initial entry into the NEMS Equipment file. This form serves as the property custodian's detailed record for each assigned equipment item. Most of the transactions produce a NEMS-1 form. Many transactions give the user the option of producing the NEMS-1 either batch or online. The online option will list the form on the user's terminal while the batch option will produce a hardcopy of the form during a nightly production run.

#### 4.1 NEMS EQUIPMENT FILE UPDATE MENU

USER-ID: XXXXX PROGRAM TRN000P1	NEMS EQUIPMENT FILE UPDATE MENU	DATE: MM/DD/YY TIME: HH:MM:SS
------------------------------------	------------------------------------	----------------------------------

ENTER FUNCTION OR 'X' TO EXIT: \_\_\_\_\_

A=ADD (TRANSACTIONS 01-24)

C=CHANGE (TRANSACTIONS 25-64)

D=DELETE (TRANSACTIONS 65-99)

##### Purpose:

This screen will allow the user to choose the type of update activity to be performed against the NEMS Equipment file.

##### Called from Screen:

This screen was called from the NEMS Main Menu, where option '2' was selected.

##### Calls Screens:

- A. This screen can call the Add Transaction Update menu, the Change Transaction Update menu, or the Delete Transaction Update menu.
- B. The user may return to the NEMS Main Menu by entering 'X'

##### Instruction Steps:

Step 1: Enter the code for the type of processing desired.

Press the 'ENTER' Key.

Step 2: If Error Messages appear at the bottom of the screen. Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit this screen at any time by entering 'X'.

Press the 'ENTER' key.

Edit Criteria:

Enter function or 'X' to Exit:

A. Must be 'A', 'C', 'D' or 'X'

#### **4.1.1 NEMS Equipment File Update - Add**

##### **NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 1**

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: \_\_\_\_\_

ECN: \_\_\_\_\_ PREVIOUS ECN (IF RETAG OR REFERENCE): \_\_\_\_\_

DEFAULT ZIP CODE: 35812

- 01 RECEIPT BY PURCHASE-NASA FUNDED
- 02 RECEIPT BY PURCHASE-OGA FUNDED
- 03 RECEIPT BY PURCHASE-REPORTED BY CONTRACTOR
- 04 RECEIPT BY TRANSFER-FROM NASA INSTALLATION
- 05 RECEIPT BY TRANSFER-FROM OGA
- 06 RECEIPT BY TRANSFER-FROM CONTRACTOR
- 07 RECEIPT BY TRANSFER-REPORTED BY CONTRACTOR
- 08 RECEIPT FROM LEASE IN
- 09 RECEIPT FROM LOAN IN
- 10 RECEIPT FROM FABRICATION
- 11 RECEIPT FROM ASSEMBLY/DISASSEMBLY

(MORE TRANSACTIONS ON NEXT PAGE)

##### **NEMS EQUIPMENT FILE UPDATE - ADD SCREEN 2**

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: \_\_\_\_\_

ECN: \_\_\_\_\_ PREVIOUS ECN (IF RETAG OR REFERENCE): \_\_\_\_\_

DEFAULT ZIP CODE: 35812

- 12 RECEIPT FROM FOUND ON STATION
- 13 RECEIPT FROM EXCESS
- 14 RECEIPT FROM RETAGGING
- 15 RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE
- 16 RECEIPT FROM TRANSFER OF REAL TO PERSONAL PROPERTY
- 17 RECEIPT FROM NON-GOVERNMENT SOURCE
- 18 RECEIPT FROM NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING
- 19 RECEIPT FROM REINSTATING ITEM PREVIOUSLY SURVEYED
- 20 RECEIPT FROM BORROW IN (NASA EQUIPMENT)
- 21 RECEIPT RESULTING FROM CONVERSION OF LEASE TO PURCHASE

Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 01 through 24. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'A' was selected.

Called Screens:

- A. This screen can call transactions 01 through 24.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), the Previous ECN (If retag or a reference is being made to an existing ECN in order to pick up the ECN's values), and the Zip Code.

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

Edit Criteria:

ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

Previous ECN (If retag or referenced to and existing ECN):

- A. Must be entered

- B. Must be one character alphanumeric then five characters numeric
- C. Must be an ECN that is currently in the Equipment file
- D. May not be entered for transaction 15 (Receipt From Return Of Record From Historical File)
- E. When used as a reference, must refer to an ECN which was created by the same transaction number.

Selection Criteria:

Transaction 01 - Receipt By Purchase - NASA Funded

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 02 - Receipt By Purchase - OGA Funded

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 03 - Receipt By Purchase - Reported By Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 04 - Receipt By Transfer - From NASA Installation

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 05 - Receipt By Transfer - From OGA

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 06 - Receipt by Transfer - From Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 07 - Receipt By Transfer - Reported by Contractor

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 08 - Receipt From Lease In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 09 - Receipt From Loan In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 10 - Receipt From Fabrication

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 11 - Receipt From Assembly/Disassembly

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 12 - Receipt From Found on Station

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 13 - Receipt From Excess

- A. The record must not exist on the NEMS Equipment file
- B. If transferred and ritualized, a transfer record must exist on NEMS Transfer file as NPDMS 'X65' transaction
- C. If ritualized by same NASA installation, record must exist on NEMS Historical file as NPDMS 'X90' transaction
- D. This transaction is for NASA held equipment only

Transaction 14 - Receipt From Retagging

- A. The Previous ECN must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

Transaction 15 - Receipt From Return Of Record From Historical File

- A. The record must not exist on the NEMS Equipment file

- B. The record must not have been retired more than 60 days prior
- C. Cannot return a record if deleted by NPDMS 'X90' transaction
- D. This transaction is for NASA held equipment only

Transaction 16 - Receipt From Transfer of Real to Personal Property

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 17 - Receipt From Transfer Non-Government Source

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 18 - Receipt From Transfer Not Previously Meeting Criteria For Tagging

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 19 - Receipt From Transfer Reinstating Item Previously Surveyed

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 20 - Receipt From Borrow In

- A. The record must not exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 21 - Receipt From Lease to Purchase

- A. The Previous ECN must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

#### 4.1.1.1 Add Transactions

##### TRANSACTION 01 - RECEIPT BY PURCHASE - NASA FUNDED

USER-ID: XXXXX	NEMS - 01	DATE: MM/DD/YY
PROGRAM: TRN001P1	RECEIPT BY PURCHASE-NASA FUNDED	TIME: HH:MM:SS
ECN: G000015		



ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *
ITEM NAME: *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _
COST: *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION _ _ _ _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _
DATE WARRANTY EXP - MATERIALS: _ _ _ _	LABOR: _ _ _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _ _ _ _ _

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_)

### Purpose:

Transaction 01 is used for the addition of equipment purchased and funded by a NASA installation. This is the add transaction most commonly used to enter data into the center's Equipment File. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the Add Transaction Menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'Y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

- Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory

- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A Decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

- A. Optional
- B. Must be either 'Y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious metal code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (Y):

- A. Optional
- B. Must be either 'Y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'C' To Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA Acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)

- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 01	DATE: MM DD: YY
PROGRAM TRN001P1	RECEIPT BY PURCHASE-NASA FUNDED	TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR		99 03 30
ITEM NAME: compute	EQUIP ECN N000001	
MANUFACTURER'S - C	DISPOSAL CASE NMBR	*****
SERIAL NO: 1****		99
NATIONAL STOCK NO:	ORG COST ACCT CODE	:
COST: 500*****	PROG COST ACCT CODE	:
CUSTODIAN ACCOUNT		
LOCATION - ZIP COD	PREVIOUS ORG COST ACCT CODE	N
CAPITAL/SENSITIVE	PREVIOUS PROG COST ACCT CODE	:
AVAILABILITY STATU		
DATE WARRANTY EXP		
HAZARDOUS MATERIAL		
DATE LAST CALIBRAT	ENTER TO CONTINUE OR 'C' TO CANCEL	E: _ _ _
NEMS-1 BATCH (B) 0		
	ENTER 'C' TO CANCEL:	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'



## TRANSACTION 02 -RECEIPT BY PURCHASE - OGA FUNDED

USER-ID: XXXXX PROGRAM TRN002P1	NEMS - 02 RECEIPT BY PURCHASE- OGA FUNDED	DATE: 10/10/97 TIME: 12: 44: 25
ECN: G212313		
ACQ DOCUMENT CONTROL NO: ***** ITEM NAME: ***** MANUFACTURER'S - CODE: ***** SERIAL NO: ***** NATIONAL STOCK NO: **** _ _ _ _ COST: ***** CUSTODIAN ACCOUNT NO: ***** LOCATION - ZIP CODE: 35812 BLDG: ***** CAPITAL/SENSITIVE CODE: * AVAILABILITY STATUS CODE: * DATE WARRANTY EXP - MATERIALS: _ _ _ _ HAZARDOUS MATERIAL CODE: _ DATE LAST CALIBRATED: _ _ _ _ NEMS-1 BATCH (B) OR ONLINE (O): B	DATE INST ACQUIRED: ** * * * OTHER AGENCY NO: ** MODEL NO: ***** YEAR MANUFACTURED: ** UNIQUE EQUIPMENT NO: _ _ _ _ ESTIMATED (Y): _ USER NO: _ _ _ _ ROOM _ _ _ _ LOCATION: _ _ _ _ CONDITION CODE: _ DATE AVAILABLE: _ _ _ _ LABOR: _ _ _ _ PRECIOUS METAL CODE: _ DATE CALIBRATION DUE: _ _ _ _ LOCAL DATA (Y): _ _ _ _ ENTER 'C' TO CANCEL: _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 02 is used for the addition of equipment purchased by the installation, but funded by another government agency. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'Y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified

##### Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

##### Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric
- C. Cannot be greater than current year

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (Y):

- A. Optional
- B. Must be either 'Y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date calibration due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local data (y):

- A. Optional
- B. Must be either 'Y' or spaces

Enter 'C' To Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account from Table 050
- B. Date NASA acquired (same as date installation acquired)
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from Table 078

- F. Custodian organization code from Table 078
- G. Date inventoried
- H. Installation accountable
- I. Date status coded (same as date installation acquired)
- J. Transaction number
- K. Entry reference number
- L. Capitalization amount

USER-ID: XXXXX PROGRAM TRN002P1  ECN: N000001  ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST: 500***** CUSTODIAN ACCOUNT LOCATION - ZIP COD CAPITAL/SENSITIVE AVAILABILITY STATU DATE WARRANTY EXP HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) 0	NEMS - 02 RECEIPT BY PURCHASE-OGA FUNDED	DATE: MM DD: YY TIME: HH: MM SS
---	---	------------------------------------

EQUIP ECN N000001 DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL _	99 03 30 ***** 99 : _____ : _____ N: _____ : _____ E: _____ _____
---	---

ENTER 'C' TO CANCEL. \_\_\_\_\_

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL ( \_ )

**Purpose:**

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

**Called From Screen:**

This transaction was called from multiple transaction screens.

**Calls Screens:**

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

**Instruction Steps:**

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

##### Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

#### Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.



Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

### TRANSACTION 03 -RECEIPT BY PURCHASE - REPORTED BY CONTRACTOR

USER-ID: XXXXX	NEMS - 03	DATE: MM/DD/YY
PROGRAM TRN003P1	PURCHASE-REPORTED BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	ESTIMATED (Y): _	
COST (DOLLARS): *****	CONDITION CODE: _	
LOCATION - ZIP CODE: 35812	DATE AVAILABLE: _ _ _	
AVAILABILITY STATUS CODE: *	CONTRACTOR TAG NO: *****	
CONTRACTOR (ACCOUNTABLE): *****		
LOCAL DATA (Y): _	ENTER 'C' TO CANCEL: _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 03 is used for the addition of equipment purchased by a contractor, for a contractor's use, with government money. The contractor is responsible for this equipment and for reporting this acquisition and all subsequent movement to NEMS. The record is added with a pseudo key (a block of special equipment control numbers designated for contractors). The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN, serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' Key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory

- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's -Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Must be 1000 or greater

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Location - Zip Code:

- A. Mandatory
- B. No further edits

Condition code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability status code:

- A. Mandatory
- B. Must be on Table 410

Date available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Contractor (accountable):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor tag no:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Capital sensitive class code
- F. Installation accountable
- G. Date status coded (current date)
- H. Transaction number
- I. Entry reference number
- J. Date inventoried
- K. Capitalization amount

USER-ID: XXXXX PROGRAM TRN003P1	NEMS - 03 PURCHASE- REPORTED BY CONTRACTOR	DATE: MM DD YY TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 22222 NATIONAL STOCK NO: COST (DOLLARS): 10 LOCATION - ZIP COD AVAILABILITY STATU CONTRACTOR (ACCOUN LOCAL DATA (Y): _	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN N000001 DISPOSAL CASE NMBR ORG COST ACCT CODE _____ PROG COST ACCT CODE _____ PREVIOUS ORG COST ACCT CODE _____ PREVIOUS PROG COST ACCT CODE _____  ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>	99 03 30 ***** 99 0202***** : _____
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL ( )		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

#### EDIT CRITERIA:

Blank or 'X'

### TRANSACTION 04 -RECEIPT BY TRANSFER - FROM NASA INSTALLATION

USER-ID: XXXXX	NEMS - 04	DATE: MM/DD/YY
PROGRAM: TRN004P1	RECEIPT BY TRANSFER FROM NASA INSTALLATION	TIME: HH:MM:SS
ECN: G000015		
ACQ DOCUMENT CONTROL NO: *****	DATE NASA ACQUIRED: _ _ _	DATE INST ACQUIRED: ** ** *

ITEM NAME: *****	INSTALLATION (CONVEYOR): ****
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _
COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ LOCATION: _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
CAPITAL AMT: _	ENTER 'C' TO CANCEL: _

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_)

#### Purpose:

Transaction 04 is used for the addition of equipment purchased by another NASA installation, but title and control of the equipment is now the responsibility of the receiving installation. A copy of the record in the conveying installation's Equipment File is taken to make the new record for the receiving installation's Equipment File. The conveying installation's record is retired to it's Historical File after notification of arrival is received from the receiving installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

#### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.



Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Nasa acquired:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year
- E. Must not be greater than current date
- F. Must not be greater than Date Inst Acq

Date inst acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious metal code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)

- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 04	DATE: MM:DD:YY
PROGRAM: TRN004P1	RECEIPT BY TRANSFER FROM NASA INSTALLATION	TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR	EQUIP ECN N000001	99 03 29
ITEM NAME: compute	DISPOSAL CASE NMBR	99 03 30
MANUFACTURER'S - C		YOR): 0202
SERIAL NO: 1****		*****
NATIONAL STOCK NO:	ORG COST ACCT CODE _____	99
COST (DOLLARS): 50	PROG COST ACCT CODE _____	:
CUSTODIAN ACCOUNT		
LOCATION - ZIP COD	PREVIOUS ORG COST ACCT CODE	N: _____
CAPITAL/SENSITIVE	PREVIOUS PROG COST ACCT CODE	_____
AVAILABILITY STATU		:
DATE WARRANTY EXP		E: _____
HAZARDOUS MATERIAL		
DATE LAST CALIBRAT	ENTER TO CONTINUE OR 'C' TO CANCEL _	
NEMS-1 BATCH (B) O		
CAPITAL AMT: _____	ENTER 'C' TO CANCEL: _____	

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_\_\_)

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.



Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 05 -RECEIPT BY TRANSFER - FROM OGA

USER-ID: XXXXX PROGRAM TRN005P1	NEMS - 05 RECEIPT BY TRANSFER- FROM OGA	DATE: 10/10/97 TIME: 12:56:41
ECN: J000343		
ACQ DOCUMENT CONTROL NO: ***** ITEM NAME: ***** MANUFACTURER'S - CODE: ***** SERIAL NO: ***** NATIONAL STOCK NO: **** _ _ _ _ COST (DOLLARS): ***** CUSTODIAN ACCOUNT NO: ***** LOCATION - ZIP CODE: 35812 BLDG: ***** CAPITAL/SENSITIVE CODE: * AVAILABILITY STATUS CODE: * DATE WARRANTY EXP - MATERIALS: _ _ _ _ HAZARDOUS MATERIAL CODE: _ DATE LAST CALIBRATED: _ _ _ _ NEMS-1 BATCH (B) OR ONLINE (O): B	DATE INST ACQUIRED: ** * * * OTHER AGENCY NO: ** MODEL NO: ***** YEAR MANUFACTURED: ** UNIQUE EQUIPMENT NO: _ _ _ _ ESTIMATED (Y): _ USER NO: _ _ _ _ ROOM _ _ _ _ LOCATION: _ _ _ _ CONDITION CODE: _ DATE AVAILABLE: _ _ _ _ LABOR: _ _ _ _ PRECIOUS METAL CODE: _ DATE CALIBRATION DUE: _ _ _ _ LOCAL DATA (Y): _ _ _ _ ENTER 'C' TO CANCEL: _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 05 is used for the addition of equipment purchased/ controlled by another government agency, usually GSA, but title and control of the equipment is now the responsibility of the receiving installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

- Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior To successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified

##### Other Agency No:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian account no:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Availability Status Code:

A. Mandatory

B. Must be on table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

A. Optional

B. Must be on Table 180

Precious Metal Code:

A. Optional

B. Must be on Table 182

Date Last Calibrated:

A. Optional

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078

- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization Amount



USER-ID: XXXXX PROGRAM TRN005P1	NEMS - 05 RECEIPT BY TRANSFER-FROM OGA	DATE: MM DD: YY TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD CAPITAL/SENSITIVE AVAILABILITY STATU DATE WARRANTY EXP HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) 0	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN N000001 DISPOSAL CASE NMBR ORG COST ACCT CODE _____ PROG COST ACCT CODE _____ PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL _  ENTER 'C' TO CANCEL. </div>	99 03 30 ***** 99 : : N: _____ : : E: _____ _____
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- C. Optional
- D. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

#### TRANSACTION 06 - RECEIPT BY TRANSFER - FROM CONTRACTOR

USER-ID: XXXXX	NEMS - 06	DATE: MM/DD/YY
PROGRAM: TRN006P1	RECEIPT BY TRANSFER FROM CONTRACTOR	TIME: HH:MM:SS
ECN: G000015		

ACQ DOCUMENT CONTROL NO: *****	DATE NASA ACQUIRED: _ _ _
ITEM NAME: *****	DATE INST ACQUIRED: ** ** *
MANUFACTURER'S - CODE: *****	CONTRACTOR (CONVEYOR): *****
SERIAL NO: *****	MODEL NO: *****
NATIONAL STOCK NO: **** _ _ _	YEAR MANUFACTURED: **
COST (DOLLARS): *****	UNIQUE EQUIPMENT NO: _ _ _ _ _
CUSTODIAN ACCOUNT NO: *****	ESTIMATED (Y): _
LOCATION - ZIP CODE: 35812 BLDG: *****	USER NO: *****
CAPITAL/SENSITIVE CODE: *	ROOM: _ _ _ LOCATION: _ _ _
AVAILABILITY STATUS CODE: *	CONDITION CODE: _
DATE WARRANTY EXP - MATERIALS: _ _ _ _	DATE AVAILABLE: _ _ _ _
HAZARDOUS MATERIAL CODE: _	LABOR: _ _ _
DATE LAST CALIBRATED: _ _ _	PRECIOUS METAL CODE: _
NEMS-1 BATCH (B) OR ONLINE (O): B	DATE CALIBRATION DUE: _ _ _
	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _ _ _ _ _

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_)

### Purpose:

Transaction 06 is used for the addition of equipment purchased/ controlled by a contractor, but title and control of the equipment is now the responsibility of the receiving installation. It is possible for the record to exist in the Equipment File under a pseudo key; however this record should be retired to the Historical File by transaction 68 (transfer of GFE by a contractor). The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your Transfer File record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq document control no:

- A. Mandatory
- B. Must be entered left justified

Date Nasa acquired:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year
- E. Must not be greater than current date
- F. Must not be greater than Date Inst Acq

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

Contractor (Conveyor):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional

- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 80

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:



- A. Optional
- B. Must be either 'c' or spaces

Generated fields for Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 06	DATE: MM:DD:YY
PROGRAM: TRN006P1	RECEIPT BY TRANSFER FROM CONTRACTOR	TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR		99 03 29
ITEM NAME: compute		99 03 30
0202*****		R):
MANUFACTURER'S - C	EQUIP ECN N000001	*****
SERIAL NO: 1****	DISPOSAL CASE NMBR	99
NATIONAL STOCK NO:	ORG COST ACCT CODE _____	:
COST (DOLLARS): 50	PROG COST ACCT CODE _____	_____
CUSTODIAN ACCOUNT		
LOCATION - ZIP COD	PREVIOUS ORG COST ACCT CODE	N: _____
CAPITAL/SENSITIVE	PREVIOUS PROG COST ACCT CODE	_____
AVAILABILITY STATU		:
DATE WARRANTY EXP		E: _____
HAZARDOUS MATERIAL		
DATE LAST CALIBRAT	ENTER TO CONTINUE OR 'C' TO CANCEL _	
NEMS-1 BATCH (B) O		
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- E. Optional
- F. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 07 - RECEIPT BY TRANSFER - REPORTED BY CONTRACTOR

USER-ID: XXXXX	NEMS - 07	DATE: MM/DD/YY
PROGRAM TRN007P1	TRANSFER- REPORTED BY CONTRACTOR	TIME: HH: MM: SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** * *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _		
COST (DOLLARS): *****	ESTIMATED (Y): _	
LOCATION - ZIP CODE: *****	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
CONTRACTOR (ACCOUNTABLE): *****	CONTRACTOR TAG NO: *****	
LOCAL DATA (Y): _	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 07 is used for the addition of equipment which will be controlled by a contractor. The record is added with a pseudo key (a block of special equipment control numbers designated for contractors). The contractor is responsible for reporting any movement of controlled equipment purchased with government money. The table file is used to validate the data. After the record is added to the Equipment File, a record is added to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

- Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

When adding a record as a result of an intra-center transfer, the appropriate data elements will appear on the screen from the history file record of the deleting sub-installation. When adding a record as a result of an inter-center transfer, the appropriate data elements will appear on the screen from your transfer file record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

##### Manufacturer's - Code:

- A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Location - Zip Code:

A. Mandatory

B. No further edits

Condition Code:

A. Optional

- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Contractor (accountable):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number



- E. Capital sensitive class code
- F. Installation accountable
- G. Date status coded (current date)
- H. Transaction number
- I. Entry reference number
- J. Date inventoried
- K. Capitalization amount

USER-ID: XXXXX PROGRAM TRN007P1	NEMS - 07 TRANSFER- REPORTED BY CONTRACTOR	DATE: MM DD: YY TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 LOCATION - ZIP COD AVAILABILITY STATU CONTRACTOR (ACCOUN LOCAL DATA (Y): _	EQUIP ECN N000001 DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE _____ PREVIOUS PROG COST ACCT CODE _____  ENTER TO CONTINUE OR 'C' TO CANCEL _	99 03 30 ***** 99   0202***** : _____
<p>WARNING - THIS ITEM HAS <del>NOT BEEN DELETED BY THE SENDING INSTALLATION</del></p> <p>ADDING THIS RECORD NOW WILL ADVERSELY AFFECT THE CENTRAL TRANSFER FILE</p> <p>ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL ( _ )</p>		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- G. Optional
- H. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 08 - RECEIPT FROM LEASE IN

USER-ID: XXXXX PROGRAM TRN008P1	NEMS - 08 RECEIPT FROM LEASE IN	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: ***** ITEM NAME: ***** MANUFACTURER'S - CODE: ***** SERIAL NO: ***** NATIONAL STOCK NO: **** _ _ _ _ COST (DOLLARS): ***** CUSTODIAN ACCOUNT NO: ***** LOCATION - ZIP CODE: 35812 BLDG: *****	DATE INST ACQUIRED: ** * * * MODEL NO: ***** YEAR MANUFACTURED: ** UNIQUE EQUIPMENT NO: _ _ _ _ ESTIMATED (Y): _ USER NO: _ _ _ _ ROOM _ _ _ _ LOCATION: _ _ _ _ CONDITION CODE: _ DATE AVAILABLE: _ _ _ _ DATE L/L/B IN DUE: ** * * * PRECIOUS METAL CODE: _ DATE CALIBRATION DUE: _ _ _ _ LOCAL DATA (Y): _ _ _ _ ENTER 'C' TO CANCEL: _ _ _ _	
AVAILABILITY STATUS CODE: * LOAN/LEASE DOCUMENT NO: ***** HAZARDOUS MATERIAL CODE: _ DATE LAST CALIBRATED: _ _ _ _ NEMS-1 BATCH (B) OR ONLINE (O): B		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 08 is used for the addition of equipment leased from a non-NASA entity by the installation. A lease/loan document number is required for input and a special lease/loan tag is assigned. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified

##### Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

##### Manufacturer's - Model No:

- A. Mandatory

- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric

- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

- A. Mandatory
- B. No further edits

Date Loan/Lease/Brw In Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated



E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Date NASA acquired

C. Acquisition transaction number

D. Acquisition reference number

E. Custodian number from Table 078

F. Capital sensitive class code ('x')

G. Custodian organization code from Table 078

H. Date inventoried

I. Equipment in code

J. Installation accountable

K. Date status coded (current date)

L. Transaction number

M. Entry reference number

N. Capitalization amount

USER-ID: XXXXX PROGRAM TRN008P1	NEMS - 08 RECEIPT FROM LEASE IN	DATE: MM DD: YY TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: COMPUTE MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD	EQUIP ECN N000001 DISPOSAL CASE NMBR ORG COST ACCT CODE _____ PROG COST ACCT CODE _____ PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE	99 03 29 ***** 99 : N: _____ 99 03 30 : E: _____
AVAILABILITY STATU LOAN/LEASE DOCUMEN HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) 0	ENTER TO CONTINUE OR 'C' TO CANCEL _	
	ENTER 'C' TO CANCEL:	

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- I. Optional
- J. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 09 - RECEIPT FROM LOAN IN

USER-ID: XXXXX PROGRAM TRN009P1	NEMS - 09 RECEIPT FROM LOAN IN	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: ***** ITEM NAME: ***** MANUFACTURER'S - CODE: ***** SERIAL NO: ***** NATIONAL STOCK NO: **** _ _ _ _ COST (DOLLARS): ***** CUSTODIAN ACCOUNT NO: ***** LOCATION - ZIP CODE: 35812 BLDG: *****	DATE INST ACQUIRED: ** * * * OTHER AGENCY NO: _ _ _ MODEL NO: ***** YEAR MANUFACTURED: ** UNIQUE EQUIPMENT NO: _ _ _ _ _ ESTIMATED (Y): _ USER NO: _ _ _ _ _ ROOM _ _ _ LOCATION: _ _ _ CONDITION CODE: _ DATE AVAILABLE: _ _ _ _ DATE L/L/B IN DUE: ** * * * PRECIOUS METAL CODE: _ DATE CALIBRATION DUE: _ _ _ _ LOCAL DATA (Y): _ _ _ _ ENTER 'C' TO CANCEL: _ _ _ _ _	
AVAILABILITY STATUS CODE: * LOAN/LEASE DOCUMENT NO: ***** HAZARDOUS MATERIAL CODE: _ DATE LAST CALIBRATED: _ _ _ _ NEMS-1 BATCH (B) OR ONLINE (O): B		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 09 is used for the addition of equipment loaned from a non-NASA entity by the installation. A lease/loan document number is required for input and a special lease/loan tag is assigned. The table file is used to validate the data. After the record is added to the equipment file, a record is written to the daily transaction file

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified

##### Other Agency No:

- A. Optional
- B. Must be numeric
- C. Must be on Table 132

##### Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

- A. Mandatory
- B. No further edits

Date Loan/Lease/Brw In Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:



- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from table 078
- F. Custodian organization code from table 078
- G. Capital sensitive class code ('x')
- H. Date inventoried
- I. Equipment in code
- K. Installation accountable
- L. Date status coded (current date)

- J. Transaction number
- M. Entry reference number
- N. Capitalization amount

USER-ID: XXXXX PROGRAM TRN009P1	NEMS - 09 RECEIPT FROM LOAN IN	DATE: MM DD: YY TIME: HH: MM SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD  AVAILABILITY STATU LOAN/LEASE DOCUMEN HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) 0	<div> <div> EQUIP ECN N000001 DISPOSAL CASE NMBR ORG COST ACCT CODE _____ PROG COST ACCT CODE _____ PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL _  ENTER 'C' TO CANCEL: _____ </div> <div> 99 03 29 ***** 99 : N: _____ 99 03 30 : E: _____ </div> </div>	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- K. Optional
- L. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 10 - RECEIPT FROM FABRICATION

USER-ID: XXXXX	NEMS - 10	DATE: MM/DD/YY
PROGRAM: TRN010P1	RECEIPT FROM FABRICATION	TIME: HH:MM:SS
ECN: G000015		

ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *
ITEM NAME: *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _
COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ LOCATION: _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_)

### Purpose:

Transaction 10 is used for the addition of equipment which has been fabricated (manufactured) by the installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: if error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory

- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian account no:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User no:

- A. Optional
- B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional



- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX PROGRAM: TRN010P1	NEMS - 10 RECEIPT FROM FABRICATION	DATE: MM:DD:YY TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD CAPITAL/SENSITIVE AVAILABILITY STATU HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) O	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN N000001 DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL </div>	99 03 30  ***** 99 : _____  N: _____  : _____ E: _____ : _____
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL ( _ )		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- M. Optional
- N. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 11 - RECEIPT FROM ASSEMBLY/DISASSEMBLY

USER-ID: XXXXX	NEMS - 11	DATE: MM/DD/YY
PROGRAM: TRN011P1	RECEIPT FROM ASSEMBLY/DISASSEMBLY	TIME: HH:MM:SS

ECN: G000015	
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *
ITEM NAME: *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _
COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _ _ _ _ _
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)	

### Purpose:

Transaction 11 is used for the addition of a new piece of equipment resulting from an assembly or disassembly by the installation. The table file is used to validate the data. After the record is added to the Equipment File, a record is record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user

Desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

##### Item Name:

- A. Mandatory
- B. Must be entered left justified

##### Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

##### Manufacturer's - Model No:

- A. Mandatory

- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (Y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410



Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 11	DATE: MM:DD:YY
PROGRAM: TRN011P1	RECEIPT FROM ASSEMBLY/DISASSEMBLY	TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR	EQUIP ECN N000001	99 03 30
ITEM NAME: compute	DISPOSAL CASE NMBR	*****
MANUFACTURER'S - C		99
SERIAL NO: 1****	ORG COST ACCT CODE _____	: _____
NATIONAL STOCK NO:	PROG COST ACCT CODE _____	
COST (DOLLARS): 50		
CUSTODIAN ACCOUNT	PREVIOUS ORG COST ACCT CODE	N: _____
LOCATION - ZIP COD	PREVIOUS PROG COST ACCT CODE	
CAPITAL/SENSITIVE		_____
AVAILABILITY STATU		: _____
HAZARDOUS MATERIAL		E: _____
DATE LAST CALIBRAT		: _____
NEMS-1 BATCH (B) O	ENTER TO CONTINUE OR 'C' TO CANCEL _	

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL ( \_ )

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- O. Optional
- P. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

**TRANSACTION 12 - RECEIPT FROM FOUND ON STATION**

USER-ID: XXXXX	NEMS - 12	DATE: MM/DD/YY
PROGRAM: TRN012P1	RECEIPT FROM FOUND ON STATION	TIME: HH:MM:SS

ECN: G000015	
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *
ITEM NAME: *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _
COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ LOCATION: _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)	

### Purpose:

Transaction 12 is used for the addition of equipment that is found on the premises and for which an equipment control number has not previously been issued. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN's been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory

- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 50

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410



Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078

- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 12	DATE: MM:DD:YY
PROGRAM: TRN012P1	RECEIPT FROM FOUND ON STATION	TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR	EQUIP ECN N000001	99 03 30
ITEM NAME: compute	DISPOSAL CASE NMBR	*****
MANUFACTURER'S - C		99
SERIAL NO: 1****	ORG COST ACCT CODE _____	: _____
NATIONAL STOCK NO:	PROG COST ACCT CODE _____	
COST (DOLLARS): 50		
CUSTODIAN ACCOUNT	PREVIOUS ORG COST ACCT CODE	N: _____
LOCATION - ZIP COD	PREVIOUS PROG COST ACCT CODE	_____
CAPITAL/SENSITIVE		
AVAILABILITY STATU		: _____
DATE WARRANTY EXP		E: _____
HAZARDOUS MATERIAL		
DATE LAST CALIBRAT	ENTER TO CONTINUE OR 'C' TO CANCEL _	
NEMS-1 BATCH (B) O	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL ( _ )		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- Q. Optional
- R. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

### TRANSACTION 13 - RECEIPT FROM EXCESS

USER-ID: XXXXX	NEMS - 13	DATE: MM/DD/YY
PROGRAM: TRN013P1	RECEIPT FROM EXCESS	TIME: HH:MM:SS

ECN: G000015	
ACQ DOCUMENT CONTROL NO: *****	DATE NASA ACQUIRED: _ _ _
ITEM NAME: *****	DATE INST ACQUIRED: ** ** *
MANUFACTURER'S - CODE: *****	MODEL NO: *****
SERIAL NO: *****	YEAR MANUFACTURED: **
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _
COST (DOLLARS): *****	ESTIMATED (Y): _
CUSTODIAN ACCOUNT NO: *****	USER NO: *****
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ LOCATION: _
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
CAPITAL AMT: _	ENTER 'C' TO CANCEL: _
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)	

### Purpose:

Transaction 13 is used for the addition of equipment that is taken from a government loan pool. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Nasa acquired:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year
- E. Must not be greater than current date
- F. Must not be greater than Date Inst Acq

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Can not be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:



- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric

- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Equipment type account from table 050
- C. Date NASA acquired
- D. Acquisition transaction number

- E. Acquisition reference number
- F. Custodian number from table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 13	DATE: MM:DD:YY
PROGRAM: TRN013P1	RECEIPT FROM EXCESS	TIME: HH:MM:SS
ECN: N000001		
ACQ DOCUMENT CONTR		99 03 29
ITEM NAME: compute		99 03 30
MANUFACTURER'S - C		*****
SERIAL NO: 1****		99
NATIONAL STOCK NO:	ORG COST ACCT CODE _____	: _____
COST (DOLLARS): 50	PROG COST ACCT CODE _____	
CUSTODIAN ACCOUNT		
LOCATION - ZIP COD	PREVIOUS ORG COST ACCT CODE	N: _____
CAPITAL/SENSITIVE	PREVIOUS PROG COST ACCT CODE	_____
AVAILABILITY STATU		:
DATE WARRANTY EXP		E: _____
HAZARDOUS MATERIAL		
DATE LAST CALIBRAT	ENTER TO CONTINUE OR 'C' TO CANCEL	
NEMS-1 BATCH (B) O		
CAPITAL AMT: _____	ENTER 'C' TO CANCEL: _____	

ENTER FIELD(S) TO BE ADDED - MANDATORY (\*) AND OPTIONAL (\_\_\_)

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- S. Optional
- T. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

### TRANSACTION 14 - RECEIPT FROM RETAGGING

USER-ID: XXXXX	NEMS - 14	DATE: MM/DD/YY
PROGRAM TRN014P1	RECEIPT FROM RETAGGING	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
LOCATION - ZIP CODE:	BUILDING:	ROOM:
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 14 is used for the addition of equipment when the original tag has been lost and a new tag has been assigned. This transaction will generate transaction 74 (delete from retag). After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If Error Messages Appear At The Bottom Of The Screen, Read The messages And Correct The Identified Field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: the user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number
- C. Date inventoried
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 14	DATE: MM:DD:YY
PROGRAM: TRN014P1	RECEIPT FROM RETAGGING	TIME: HH:MM:SS
ECN: N000001	PREVIOUS ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCON		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
LOCATION - ZIP COD		
NEMS-1 BATCH (B) O	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN N000001  DISPOSAL CASE NMBR   ORG COST ACCT CODE _____  PROG COST ACCT CODE _____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE   ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>	: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.



Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- U. Optional
- V. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

#### TRANSACTION 15 - RECEIPT FROM RETURN OF RECORD FROM HISTORICAL FILE

USER- ID: XXXXX	NEMS - 15	DATE: MM/DD/YY
PROGRAM TRN015P1	RETURN OF RECORD FROM HISTORICAL FILE	TIME: HH: MM: SS

ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:
ITEM NAME: COMPUTER	MODEL NO:
MFG NAME:	SERIAL NO:
LOCATION - ZIP CODE: ***** BLDG: *****	ROOM: _____ LOCATION: _____
NEMS-1 BATCH (B) OR ONLINE (O): *	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _____
PRESS ENTER KEY TO ADD THIS RECORD	

USER-ID: XXXXX	NEMS - 15	DATE: MM/DD/YY
PROGRAM TRN015P1	RETURN OF RECORD FROM HISTORICAL FILE	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

#### Purpose:

Transaction 15 is used for the addition of equipment resulting from the reversal of a transaction which retired a record to the Historical File. This transaction must be executed within 15 days from the date the record was retired to the Historical File. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Generated Fields For Equipment File:

- A. Date shipped (spaced out)
- B. Equipment out code (spaced out)
- C. Contractor receiver (spaced out)
- D. Installation receiver (spaced out)
- E. Delete code (spaced out)
- F. Transaction number
- G. Entry reference number
- H. Date inventoried
- I. Capitalization amount

USER-ID: XXXXX	NEMS - 15	DATE: MM/DD/YY
PROGRAM: TRN015P1	RETURN OF RECORD FROM HISTORICAL FILE	TIME: HH:MM:SS
ECN:	CUSTODIAN ACCOUNT NO:	
CONTRACTOR (ACCON		
ITEM NAME: COMPUTE		
MFG NAME:		
LOCATION - ZIP COD		
_____		
NEMS-1 BATCH (B) O		
	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN  DISPOSAL CASE NMBR   ORG COST ACCT CODE ____  PROG COST ACCT CODE ____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE   ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>	CATION:   : _____
PRESS ENTER KEY TO ADD THIS RECORD		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- W. Optional
- X. Must be either 'c' or spaces

## INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 16 - RECEIPT BY TRANSFER FROM REAL TO PERSONAL PROPERTY

USER-ID: XXXXX	NEMS - 16 - RECEIPT BY TRANSFER	DATE: MM/DD/YY
PROGRAM: TRN016P1	FROM REAL TO PERSONAL PROPERTY	TIME: HH:MM:SS
ECN: G000015		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST: *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: *****	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _ _ _	LABOR: _ _ _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 16 is used for the transfer of property from real to personal status.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of ECN serial number, and contractor tag number).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:



Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric

- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory

B. Must be entered left justified

C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Capital/Sensitive Code:

A. Mandatory

B. Must be on Table 130

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

A. Optional

B. Must be numeric

C. Must be in 'yyyy mm' format

- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory

B. Must be either 'B' or 'O'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

DEMIL Code

A. Optional

B. Must be on Table 045

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

B. Equipment type account from table 050

C. Date NASA acquired

D. Acquisition transaction number

E. Acquisition reference number

F. Custodian number from table 078

G. Custodian organization code from table 078

H. Date inventoried

I. Installation accountable

J. Date status coded (current date)

K. Transaction number

L. Entry reference number

M. Capitalization amount

USER-ID: XXXXX	NEMS - 16 - RECEIPT BY TRANSFER	DATE: MM:DD:YY
PROGRAM: TRN016P1	FROM REAL TO PERSONAL PROPERTY	TIME: HH:MM:SS
ECN: Z000003		

ACQ DOCUMENT CONTR ITEM NAME: compute MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST: 500***** CUSTODIAN ACCOUNT LOCATION - ZIP COD CAPITAL/SENSITIVE AVAILABILITY STATU DATE WARRANTY EXP HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) O	EQUIP ECN Z000003 DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL	99 03 31 ***** 99 :  N: _____ _____ : E: _____
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (___)		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- Y. Optional
- Z. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 17 - RECEIPT FROM NON-GOVERNMENT SOURCE

USER-ID: XXXXX	NEMS - 17	DATE: MM/DD/YY
PROGRAM: TRN017P1	RECEIPT FROM NON-GOVERNMENT SOURCE	TIME: HH:MM:SS
ECN: G000015		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	
ITEM NAME: *****	CONTRACTOR (CONVEYOR): *****	
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _ _ _ _	UNIQUE EQUIPMENT NO: _ _ _ _ _	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: *****	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ _ _ _ LOCATION: _ _ _ _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _ _ _	LABOR: _ _ _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _ _	DATE CALIBRATION DUE: _ _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _ _ _ _ _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 17 is used for the addition of equipment received from a non-government source. The table file is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:



Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date inst acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Contractor (conveyor):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Unique Equipment No:

- A. Optional
- B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'

- B. Equipment type account from Table 050
- C. Date NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status coded (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 17	DATE: MM:DD:YY
PROGRAM: TRN017P1	RECEIPT FROM NON-GOVERMENT SOURCE	TIME: HH:MM:SS
ECN: Z000003		
ACQ DOCUMENT CONTR ITEM NAME: compute 0202***** MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD CAPITAL/SENSITIVE AVAILABILITY STATU DATE WARRANTY EXP HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) O	EQUIP ECN Z000003  DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE _____ PREVIOUS PROG COST ACCT CODE _____  ENTER TO CONTINUE OR 'C' TO CANCEL _	99 03 31 R):  ***** 99 : _____  N: _____ _____ : E: ____ _
		ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

**Purpose:**

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

##### Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

#### Enter 'c' to cancel:

- AA. Optional
- BB. Must be either 'c' or spaces

#### INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

### TRANSACTION 18 - RECEIPT FROM NOT PREVIOUSLY MEETING CRITERIA FOR TAGGING

USER-ID: XXXXX	NEMS - 18 - RECEIPT FROM NOT	DATE: MM/DD/YY
PROGRAM: TRN018P1	PREVIOUSLY MEETING CRITERIA FOR TAGGING	TIME: HH:MM:SS
ECN: G000015		
ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: ** ** *	
ITEM NAME: *****		
MANUFACTURER'S - CODE: *****	MODEL NO: *****	
SERIAL NO: *****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: **** _	UNIQUE EQUIPMENT NO: _	
COST (DOLLARS): *****	ESTIMATED (Y): _	
CUSTODIAN ACCOUNT NO: *****	USER NO: *****	
LOCATION - ZIP CODE: 35812 BLDG: *****	ROOM: _ LOCATION _	
CAPITAL/SENSITIVE CODE: *	CONDITION CODE: _	
AVAILABILITY STATUS CODE: *	DATE AVAILABLE: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _	LABOR: _ _	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
DATE LAST CALIBRATED: _ _ _	DATE CALIBRATION DUE: _ _ _	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _	
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 18 is used for the addition of equipment that now meets the criteria for tagging, where previously it did not. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.



Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory
- B. Must be numeric

C. Must be in 'yy mm dd' format

D. Cannot be greater than current year

Item Name:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Code:

A. Mandatory

B. Must be on Table 040

Manufacturer's - Model No:

A. Mandatory

B. Must be entered left justified

Manufacturer's - Serial No:

A. Mandatory

B. Must be entered left justified

Year Manufactured:

A. Mandatory

B. Must be numeric

National Stock No:

A. First four positions mandatory

B. First four position must be numeric

C. Last nine positions optional

D. First two positions must be on table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Hazardous Material Code:

- A. Optional

- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (Y):

- A. Optional
- B. Must be either 'Y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'C' to cancel:

- A. Optional
- B. Must be either 'C' or spaces

Generated fields for equipment file:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'XXXX'
- B. Equipment type account from Table 050
- C. Data NASA acquired
- D. Acquisition transaction number
- E. Acquisition reference number
- F. Custodian number from Table 078
- G. Custodian organization code from Table 078
- H. Date inventoried
- I. Installation accountable
- J. Date status code (current date)
- K. Transaction number
- L. Entry reference number
- M. Capitalization amount

USER-ID: XXXXX	NEMS - 18 - RECEIPT FROM NOT	DATE: MM:DD:YY
PROGRAM: TRN018P1	PREVIOUSLY MEETING CRITERIA FOR TAGGING	TIME: HH:MM:SS
ECN: Z000003		
ACQ DOCUMENT CONTR	EQUIP ECN Z000003	99 03 31
ITEM NAME: compute	DISPOSAL CASE NMBR	*****
MANUFACTURER'S - C		99
SERIAL NO: 1****	ORG COST ACCT CODE _____	:
NATIONAL STOCK NO:	PROG COST ACCT CODE _____	
COST (DOLLARS): 50		
CUSTODIAN ACCOUNT	PREVIOUS ORG COST ACCT CODE	N _____
LOCATION - ZIP COD	PREVIOUS PROG COST ACCT CODE	_____
CAPITAL/SENSITIVE		:
AVAILABILITY STATU		E: _____
DATE WARRANTY EXP		
HAZARDOUS MATERIAL	ENTER TO CONTINUE OR 'C' TO CANCEL _	
DATE LAST CALIBRAT		
NEMS-1 BATCH (B) O		
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL ( _ )		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- CC. Optional
- DD. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'



## TRANSACTION 19 - RECEIPT FROM REINSTATING ITEM PREVIOUSLY SURVEYED

USER-ID: XXXXX	NEMS - 19	DATE: MM/DD/YY
PROGRAM TRN019P1	REINSTATE ITEM PREVIOUSLY SURVEYED	TIME: HH:MM:SS
ECN:	PREVIOUS ECN:	CUSTODIAN ACCOUNT NO:
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME:		MODEL NO:
MFG'S NAME:		SERIAL NO:
CUSTODIAN ACCOUNT NO: *****		USER NO: _____
LOCATION - ZIP CODE: *****	BUILDING:	ROOM _____ LOCATION: _____
NEMS-1 BATCH (B) OR ONLINE (O): *		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

### Purpose:

Transaction 19 is used for the addition of equipment resulting from the reversal of a survey transaction (71) when the item was subsequently found. After the record is added to the Equipment File a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 078

User Number:

- A. Optional
- B. Just be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 1

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No further edits

Location:

- A. Optional
- B. Must be entered left justified

C. No further edits

NEMS-1 Batch (B) or Online (O):

A. Mandatory

B. Must be either 'B' or 'O'

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

C. Date inventoried

D. Capitalization amount

USER-ID: XXXXX	NEMS - 19	DATE: MM:DD:YY
PROGRAM: TRN019P1	REINSTATE ITEMS PREVIOUSLY LOST ON SURVEY	TIME: HH:MM:SS
ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCOUN		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
CUSTODIAN ACCOUNT		
LOCATION - ZIP COD		
NEMS-1 BATCH (B) O		

EQUIP ECN Z000001  
DISPOSAL CASE NMBR

ORG COST ACCT CODE \_\_\_\_\_

PROG COST ACCT CODE \_\_\_\_\_

PREVIOUS ORG COST ACCT CODE \_\_\_\_\_

PREVIOUS PROG COST ACCT CODE \_\_\_\_\_

ENTER TO CONTINUE OR 'C' TO CANCEL

CATION: \_\_\_\_\_

: \_\_\_\_\_

PRESS ENTER TO ADD THIS RECORD

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- EE. Optional
- FF. Must be either 'c' or spaces

# INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 20 - RECEIPT BORROW IN

USER-ID: XXXXX PROGRAM TRN020P1	NEMS - 20 RECEIPT FROM BORROW IN	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1998881		
ACQ DOCUMENT CONTROL NO: ***** ITEM NAME: ***** MANUFACTURER'S - CODE: ***** SERIAL NO: ***** NATIONAL STOCK NO: ****_ _ _ _ COST (DOLLARS): ***** CUSTODIAN ACCOUNT NO: ***** LOCATION - ZIP CODE: 35812 BLDG: *****	DATE INST ACQUIRED: ** ** ** INSTALLATION CONVEYOR: **** MODEL NO: ***** YEAR MANUFACTURED: ** UNIQUE EQUIPMENT NO: _ _ _ _ _ ESTIMATED (Y): _ USER NO: _ _ _ _ ROOM: _ _ _ _ LOCATION: _ _ _ _ CONDITION CODE: _ DATE AVAILABLE: _ _ _ _ DATE L/L/B IN DUE: ** ** ** PRECIOUS METAL CODE: _ DATE CALIBRATION DUE: _ _ _ _ LOCAL DATA (Y): _ ENTER 'C' TO CANCEL: _ _ _ _	
AVAILABILITY STATUS CODE: * LOAN/LEASE DOCUMENT NO: _ _ _ _ _ HAZARDOUS MATERIAL CODE: _ DATE LAST CALIBRATED: _ _ _ _ NEMS-1 BATCH (B) OR ONLINE (O): B		
ENTER FIELD(S) TO BE ADDED - MANDATORY (*) AND OPTIONAL (_)		

## Purpose:

Transaction 20 is used for the addition of equipment borrowed from a NASA entity by the installation. The Table File is used to validate the data. After the record is added to the Equipment File, a record is written to the Daily Transaction File.

## Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: The following steps are to be followed for each screen. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields

Note that if another ECN has been referenced for the purpose of picking up the values from that record, the values from that record will appear on the screen (with the exception of serial number and ECN).

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Mandatory

- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Item Name:

- A. Mandatory
- B. Must be entered left justified

Installation Conveyor:

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 252

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Manufacturer's - Model No:

- A. Mandatory
- B. Must be entered left justified

Manufacturer's - Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional

D. First two positions must be on Table 050

Unique Equipment No:

A. Optional

B. Must be entered left justified

Cost (dollars):

A. Mandatory

B. Must be numeric

C. Can be entered left or right justified (stored right justified with leading zeros)

Estimated (Y):

A. Optional

B. Must be either 'y' or spaces

Custodian Account No:

A. Mandatory

B. Must be entered left justified

C. Must be on Table 078

User No:

A. Optional

B. Must be entered left justified

C. Must be on Table 090

Location - Zip Code:

A. Mandatory

B. No further edits

Location - Building:

A. Mandatory

B. Must be entered left justified



C. Must be on Table 1

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Condition Code:

A. Optional - (mandatory - if availability status code = 'b','c', or 'd')

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on table 510

Availability Status Code:

A. Mandatory

B. Must be on Table 410

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Loan/Lease Document No:

A. Optional

B. No further edits

Date Loan/Lease/BRW In Due:

A. Mandatory

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than or equal to date inst acquired

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Date Last Calibrated:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired
- E. Must not be greater than current date

Date Calibration Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date last calibrated
- E. Must be greater than or equal to date inst acquired

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- B. Date NASA acquired
- C. Acquisition transaction number
- D. Acquisition reference number
- E. Custodian number from Table 078
- F. Custodian organization code from Table 078
- G. Capital sensitive class code ('x')
- H. Date inventoried
- I. Equipment in code
- K. Installation accountable
- L. Date status coded (current date)
- J. Transaction number
- M. Entry reference number
- N. Capitalization amount

USER-ID: XXXXX PROGRAM: TRN020P1	NEMS - 20 RECEIPT FROM BORROW IN	DATE: MM:DD:YY TIME: HH:MM:SS
ECN: Z000001		
ACQ DOCUMENT CONTR ITEM NAME: COMPUTE MANUFACTURER'S - C SERIAL NO: 1**** NATIONAL STOCK NO: COST (DOLLARS): 50 CUSTODIAN ACCOUNT LOCATION - ZIP COD  AVAILABILITY STATU LOAN/LEASE DOCUMEN HAZARDOUS MATERIAL DATE LAST CALIBRAT NEMS-1 BATCH (B) O	<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN Z000001 DISPOSAL CASE NMBR  ORG COST ACCT CODE _____ PROG COST ACCT CODE _____  PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE  ENTER TO CONTINUE OR 'C' TO CANCEL </div>	99 03 30 OR: 0202 ***** 99 : _____  N: _____  99 03 31 : _ E: _ _ _
ENTER 'C' TO CANCEL: _____		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- GG. Optional
- HH. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 21 - RECEIPT - LEASE TO PURCHASE

USER-ID: XXXXX	NEMS - 21	DATE: MM/DD/YY
PROGRAM: TRN021P1	LEASE TO PURCHASE	TIME: HH:MM:SS
ECN: G000016	PREVIOUS ECN: G000015	CUSTODIAN ACCOUNT NO: 02022
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: PRINTER		MODEL NO: 252
MFG NAME: ENDEVCO DV BECTON DICKINSON CO		SERIAL NO: 63
LOCATION - ZIP CODE: 35812 BLDG: 4485		ROOM:

ACQ DOCUMENT CONTROL NO: *****	DATE INST ACQUIRED: 01 04 23
COST: 1252*****	
CAPITAL/SENSITIVE CODE: *	USER NO: 02022*
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _
	ENTER 'C' TO CANCEL: _____
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)	

#### Purpose:

Transaction 21 is used for the addition of equipment when leased equipment is converted to purchased equipment. This transaction will generate transaction 87 after the record is added to the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the add transaction menu. The Equipment Control Number (ECN) was entered on the add transaction menu.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'C' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

Date Inst Acquired:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Cannot be greater than current year

Cost:

- A. Mandatory
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Can be entered with pennies (left or right justified). A decimal point '.' followed by two numbers will denote pennies (ex. '5634.50').

Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'B' or 'O'

Local Data (y):

- A. Optional

- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional
- B. Must be on Table 045

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account
- B. Transaction number
- C. Entry reference number
- D. Loan lease document number (spaces)
- E. Date loan lease borrow in due (zero)
- F. Equipment in code (space)
- G. Date inventoried (current date)
- H. Capitalization amount



USER-ID: XXXXX	NEMS - 21	DATE: MM:DD:YY
PROGRAM: TRN021P1	LEASE TO PURCHASE	TIME: HH:MM:SS
ECN: Q000009	PREVIOUS ECN: Q000007	CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCOU		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
LOCATION - ZIP COD		
ACQ DOCUMENT CONTR		
COST: 500*****		
CAPITAL/SENSITIVE		
NEMS-1 BATCH (B) O		

EQUIP ECN Q000009  
DISPOSAL CASE NMBR

ORG COST ACCT CODE \_\_\_\_\_ 99 03 31  
PROG COST ACCT CODE \_\_\_\_\_

PREVIOUS ORG COST ACCT CODE  
PREVIOUS PROG COST ACCT CODE

: \_\_\_\_\_

ENTER TO CONTINUE OR 'C' TO CANCEL

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL ( \_ )

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- II. Optional
- JJ. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

#### 4.1.2 NEMS Equipment File Update - Change

##### NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 1

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: \_\_\_\_\_

ECN: \_\_\_\_\_ CUSTODIAN ACCOUNT NO: \_\_\_\_\_ (OR)  
CONTRACTOR (ACCOUNTABLE): \_\_\_\_\_ (AND) CONTRACTOR TAG NO: \_\_\_\_\_

25 COST (CHANGE)  
26 CUSTODIAN ACCOUNT (CHANGE)  
27 DATE AVAILABLE (CHANGE)  
28 DATE DUE (CHANGE)  
29 EQUIPMENT LOCATION (CHANGE)  
30 STATUS CODE (CHANGE)  
31 USER NUMBER (CHANGE)  
38 BORROWED OUT  
39 BORROWED OUT-RETURNED  
40 LOAN/LEASE OUT

(MORE TRANSACTIONS ON NEXT PAGE)

##### NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 2

USER-ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM TRN000P1	EQUIPMENT FILE UPDATE MENU	TIME: HH:MM:SS

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: \_\_\_\_\_

ECN: \_\_\_\_\_ CUSTODIAN ACCOUNT NO: \_\_\_\_\_ (OR)  
CONTRACTOR (ACCOUNTABLE): \_\_\_\_\_ (AND) CONTRACTOR TAG NO: \_\_\_\_\_

41 LOAN/LEASE OUT-RETURNED  
42 LOAN POOL OUT  
43 LOAN POOL OUT-RETURNED  
44 STORAGE IN  
45 STORAGE IN-RETURNED  
46 CAPITAL SENSITIVE CLASS CODE AND NATIONAL STOCK NUMBER (CHANGE)  
50 FREEZE NUMBER ASSIGNMENT  
51 FREEZE NUMBER REMOVAL  
52 EXCESS EQUIPMENT TURN-IN BY CUSTODIAN  
53 EXCESS EQUIPMENT TURN-IN BY CONTRACTOR

(MORE TRANSACTIONS ON NEXT PAGE)

### NEMS EQUIPMENT FILE UPDATE - CHANGE SCREEN 3

USER-ID: XXXXX PROGRAM TRN000P1	NEMS EQUIPMENT FILE UPDATE MENU	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____		
ECN: _____ CUSTODIAN ACCOUNT NO: _____ (OR) CONTRACTOR (ACCOUNTABLE): _____ (AND) CONTRACTOR TAG NO: _____		
54 CALIBRATION UPDATE 55 INVENTORY UPDATE 56 REPAIR UPDATE 57 OFF-SITE FOR REPAIR 60 NASA HELD EQUIPMENT RECORD DATA (CHANGE) 61 CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE) 62 GLOBAL (CHANGE) 63 REVERSE ADD (CHANGE) 64 LOCAL DATA UPDATE (NON REPORTABLE)		

#### Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 25 through 64. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

#### Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'C' was selected.

#### Called Screens:

- A. This screen can call transactions 25 through 64.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

#### Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

#### Edit Criteria:

##### ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

##### Custodian Account No:

- A. Must be entered for NASA Held Equipment
- B. Must match what is currently in the record

##### Contractor (Accountable):

- C. Must be entered for Contractor Held equipment
- D. Must match what is currently in the record
- E. Can be entered right or left justified (stored right justified with leading spaces)

##### Contractor Tag No:

- A. Must be entered for Contractor Held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

#### Selection Criteria:

##### Transaction 25 - Cost (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

##### Transaction 26 - Custodian Account (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 27 - Date Available (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

Transaction 28 - Date Lease/Loan/Borrow Out Due (Change)

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned, leased, or borrowed out
- C. This transaction is for NASA held equipment only

Transaction 29 - Equipment Location (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 30 - Status Code (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held or Contractor held equipment

Transaction 31 - User Number (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 38 - Borrowed Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in and 'Out' Status
- C. This transaction is for NASA held equipment only

Transaction 39 - Borrowed Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be borrowed out
- C. This transaction is for NASA held equipment only

Transaction 40 - Loan/Leased Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in an 'Out' Status
- C. This transaction is for NASA held equipment only

Transaction 41 - Loan/Lease Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned/leased out
- C. This transaction is for NASA held equipment only

Transaction 42 - Loan Pool Out

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be in an 'Out' status
- C. This transaction is for NASA held equipment only

Transaction 43 - Loan Pool Out-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned pooled out
- C. This transaction is for NASA held equipment only

Transaction 44 - Storage In

- A. The record must exist on the NEMS Equipment file
- B. The New ECN must not exist on the NEMS Equipment file
- C. This transaction is for NASA held equipment only

Transaction 45 - Storage In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be in storage
- C. This transaction is for NASA held equipment only

Transaction 46 - Capital/Sensitive Code and National Stock No. Change

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 50 - Freeze Number Assignment

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 51 - Freeze Number Removal

- A. The record must exist on the NEMS Equipment file
- B. The record must currently have a freeze number assigned
- C. This transaction is for NASA held equipment only

Transaction 52 - Excess Equipment Turn-In by Custodian

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 53 - Excess Equipment Turn-In By Contractor

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 54 - Calibration Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 55 - Inventory Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 56 - Repair Update

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 57 - Off-Site For Repair

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only



#### Transaction 60 - NASA Held Equipment Record Data (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

#### Transaction 61 - Contractor Held Equipment Record Data (Change)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

#### Transaction 62 - Global (Change)

None

#### Transaction 63 - Reverse Add (Change)

- A. The record must exist on the NEMS Equipment file
- B. The Record must exist on the NEMS Daily or Monthly Transaction file
- C. No cost change transactions have been applied
- D. This transaction is for NASA held equipment only

#### Transaction 64 - Local Data Update (Non-Reportable)

- A. The record must exist on the NEMS Equipment file

### 4.1.2.1 Change Transactions

#### TRANSACTION 25 - COST (CHANGE)

USER-ID: XXXXX PROGRAM TRN025P1	NEMS - 25 - COST (CHANGE)	DATE: MM DD: YY TIME: HH: MM: SS
ECN: T190301 CONTRACTOR (ACCOUNTABLE): ITEM NAME: PRINTER MFG NAME: GATEWAY 2000 COST: 500.00		CUSTODIAN ACCOUNT NO: 10018 CONTRACTOR TAG NO: MODEL NO: 1 SERIAL NO: 1 CAPITALIZED VALUE: 0.00
COST ADJUSTMENT: _____ CAPITALIZED VALUE REPLACEMENT: _____ ADJUSTMENT REFERENCE DOC: _____ NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	OR	COST REPLACEMENT: _____ ESTIMATED COST (Y): _____ CAPITAL/SENSITIVE CODE: N LOCAL DATA (Y): _
ENTER 'C' TO CANCEL: _____		
NOTE: ADJUSTING THE CAPITALIZED VALUE ABOVE \$100000 WILL CAUSE THE CAP SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M'; ADJUSTING THE COST BELOW \$100000 (NO CAPITALIZED VALUE) WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

Purpose:

Transaction 25 is used to adjust the cost or change the estimated cost code fields for an Equipment File record when an error has occurred or a modification is necessary. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Enter the data in all desired fields.

Press the 'Enter' key

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Adjustment Cost:

- A. Mandatory (if replacement cost is not entered)
- B. Should reflect the amount of change of the cost field.

- C. Can be a subtraction (enter a '-' in the first position).
- D. Can contain pennies (a decimal '.' followed by two numbers).
- E. All other position must be numeric or blank.
- F. Examples: To add \$435 to the cost enter: 435

To add \$213.56 enter: 213.56

To subtract \$1,569 enter: -1569

To subtract \$842.42 enter: -842.42

- G. Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Replacement Cost:

- A. Mandatory (if adjustment cost is not entered)
- B. Should reflect the new cost amount.
- C. Can contain pennies (a decimal '.' followed by two numbers).
- D. All other position must be numeric or blank.
- E. Can be used for either a cost change if previously entered in error, or as a formal cost adjustment with supporting documentation (see adjustment reference document. below).

Estimated (Y):

- A. Optional
- B. Must be either 'y' or spaces

Adjustment Reference Doc:

- A. Optional
- B. Left justified
- C. The document number initiating a cost adjustment

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Cap sensitive code
- B. Transaction number
- C. Entry reference number
- D. Capitalized value

USER-ID: XXXXX MM:DD:YY PROGRAM: TRN025P1 HH:MM:SS  ECN: C000001 CONTRACTOR (ACCOU ITEM NAME: COMPUTE MFG NAME: GATEWAY COST: 500.00  COST ADJUSTMENT: 5 CAPITALIZED VALUE ADJUSTMENT REFEREN NEMS-1 BATCH (B),  NOTE: ADJUSTIN SENS THE CODE TO COST BEL AN 'N' OR AN 'M' TO A 'Q'.	NEMS - 25 - COST (CHANGE)     CUSTODIAN ACCOUNT NO: 10018   <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">           EQUIP ECN C000001            DISPOSAL CASE NMBR             ORG COST ACCT CODE _____            PROG COST ACCT CODE _____             PREVIOUS ORG COST ACCT CODE            PREVIOUS PROG COST ACCT CODE             IS THIS COST CHANGE FROM FINANCE(Y/N)             ENTER TO CONTINUE OR 'C' TO CANCEL _         </div>	DATE:  TIME:   0.00 _____ ODE: N : _____ E THE CAP ADJUSTING 'P' TO
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (__)		

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- KK. Optional
- LL. Must be either 'c' or spaces

# INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X'

## TRANSACTION 26 - CUSTODIAN ACCOUNT (CHANGE)

USER-ID: XXXXX PROGRAM TRN026P1	NEMS - 26 CUSTODIAN ACCOUNT (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399590 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO		CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MX15F SERIAL NO: MA1233067171
CUSTODIAN ACCOUNT NO: 05376 AVAILABILITY STATUS CODE: A LOCATION - ZIP CODE: 35812 BLDG: 4312***** NEMS-1 BATCH (B) OR ONLINE (O): B		USER NO: 033562 CONDITION CODE: _____ ROOM 104 LOCATION: GRID2 LOCAL DATA (Y): _
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

## Purpose:

Transaction 26 is used to change the custodian account number of an Equipment File record when an error has occurred or a change in responsibility is required. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

## Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be entered left justified
- D. Must be on Table 078
- E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages indicating which cust-acct-no is being inventoried, and due to this change inventory may not be closed.

User Number:

- A. Mandatory if cap-sens-code='n' or 'p', otherwise optional
- B. Must be entered left justified
- C. Must be on Table 090

Availability Status Code:

- A. Optional
- B. Must be on Table 40

Condition Code:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 02

Location - Room:

- A. Optional
- B. Must be entered left justified
- C. No further edits

Location:

- A. Optional
- B. Must be entered left justified
- C. No further edits

NEMS-1 Batch (B), or Online (O):

- A. Mandatory



B. Must be either 'b', or 'o'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Custodian number from Table 078

B. Custodian organization code from Table 078

C. Date status coded

D. Transaction number

E. Entry reference number

F. Date inventoried from current date

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to indicate this.

### TRANSACTION 27 - DATE AVAILABLE (CHANGE)

USER-ID: XXXXX	NEMS - 27	DATE: MM/DD/YY
PROGRAM TRN027P1	DATE AVAILABLE (CHANGE)	TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
DATE AVAILABLE: _ _ _	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

Purpose:

Transaction 27 is used to change the date available field for a record on the Equipment File when a change in the availability is foreseen. After the Equipment File is updated, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Available:

- A. Optional
- B. Must be changed
- C. Must be numeric

- D. Must be in 'yy mm dd' format
- E. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number

### TRANSACTION 28 - DATE DUE (CHANGE)

USER-ID: XXXXX	NEMS - 28	DATE: MM/DD/YY
PROGRAM TRN028P1	DATE DUE (CHANGE)	TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
DATE LOAN/LEASE/BORROW OUT DUE: _ _ _	DATE STORAGE DUE: _ _ _	
DATE LOAN/LEASE/BORROW IN DUE: _ _ _		
DATE REPAIR RETURN DUE: _ _ _		
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 28 is used to change the date due fields for a record on the Equipment File when a change in the due dates are foreseen. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loan/Lease/Borrow Out Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric

- E. Must be in 'yy mm dd' format
- F. Must be greater than date installation acquired
- G. Must be greater than date loaned, date leased or date borrowed (whichever is applicable)

Date Storage Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format
- F. Must be greater than current date
- G. Must be greater than or equal to date inst acquired

Date Loan/Lease/Borrow In Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format
- F. Must be greater than date loaned/leased

Date Repair Return Due:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Must be numeric
- E. Must be in 'yy mm dd' format

F. Must be greater than current date

G. Must be greater than or equal to date repair out

NEMS-1 Batch (B), or Online (O):

A. Mandatory

B. Must be either 'b', or 'o'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Transaction number

B. Entry reference number

### TRANSACTION 29 - EQUIPMENT LOCATION (CHANGE)

USER-ID: XXXXX	NEMS - 29	DATE: MM/DD/YY
PROGRAM TRN029P1	EQUIPMENT LOCATION (CHANGE)	TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
LOCATION - ZIP CODE: 35812 BLDG: 4583*****	ROOM 171	LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B	LOCAL DATA (Y): _	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

Purpose:

Transaction 29 is used to change the building, room or zip code locations for a record on the Equipment File when an change in the location takes place. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Location - Zip Code:

- A. Mandatory
- B. Either zip code, building or room must be changed

Location - Building:

- A. Mandatory

- B. Either zip code, building or room must be changed
- C. Must be entered left justified
- D. Must be on Table 102

Location - Room:

- A. Optional
- B. Either zip code, building or room must be changed
- C. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n' (default is 'b')

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number

Warning Messages:

If the record is in an 'out' status, a warning message will be displayed to indicate this.



### TRANSACTION 30 - STATUS CODE (CHANGE)

USER-ID: XXXXX PROGRAM TRN030P1	NEMS - 30 STATUS CODE (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399590 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MK15F SERIAL NO: MA1233067171	
AVAILABILITY STATUS CODE: A NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	CONDITION CODE: _ LOCAL DATA (Y): _ ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

#### Purpose:

Transaction 30 is used to change the status code of a record on the Equipment File when that record has a change in status from active, inactive unassigned, inactive assigned or excess. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Availability Status Code:

- A. Mandatory
- B. Must be changed
- C. Must be on table 410

##### Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- B. Must be on Table 510

##### NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

##### Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

##### Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

##### Generated Fields For Equipment File:

- A. Date status coded (current date)
- B. Transaction number

C. Entry reference number

**TRANSACTION 31 - USER NUMBER (CHANGE)**

USER-ID: XXXXX PROGRAM TRN031P1	NEMS - 31 USER NUMBER (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399858 CONTRACTOR (ACCOUNTABLE): ITEM NAME: COMPUTER, MICRO MFG NAME: WIN LABORATORIES LTD	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: FTR486DX33 SERIAL NO: 9404080060	
USER NO: 05376_ LOCATION - ZIP CODE: 35812 BLDG: 4312***** NEMS-1 BATCH (B) OR ONLINE (O): B	ROOM 109A_ LOCATION: GRID2 LOCAL DATA (Y): _	
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

**Purpose:**

Transaction 31 is used to change the user number of a record on the Equipment File when the user number has changed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

**Called From Screen:**

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

**Calls Screens:**

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

**Instruction Steps:**

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### User No:

- A. Optional
- B. Must be changed
- C. User no must not be blanked out if record is in a 'borrowed' state
- D. Must be on Table 090

##### Location - Zip Code:

- A. Mandatory
- B. No further edits

##### Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

##### Location - Room:

- A. Optional
- B. Must be entered left justified

##### Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B) or Online (O)

- A. Mandatory
- B. Must be either 'b' or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Transaction number
- B. Entry reference number
- C. Date inventoried from current date

Warning Messages:

If the record is being inventoried a warning message will be displayed indicating that due to this change the inventory may not be closed. If the record is in an 'out' status, a warning message will be displayed to indicate this.

### TRANSACTION 38 - BORROWED OUT

USER-ID: XXXXX PROGRAM TRN038P1	NEMS - 38 - BORROWED OUT	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 0007964 CONTRACTOR (ACCOUNTABLE): ITEM NAME: CAMERA STILL PICTURE 35MM MFG NAME: CANON USA MICROGRAPHICS DIV	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: AE-1 SERIAL NO: 2385962	
USER NO: 05376* DATE BORROWED: ** ** ** LOCATION - ZIP CODE: 35812 BLDG: 4200***** AVAILABILITY STATUS CODE: A INST RECEIVER: _____ NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	LOAN/LEASE DOCUMENT NO: _____ DATE BORROW DUE: ** ** ** ROOM 226__ LOCATION: GRID1 CONDITION CODE: __ LOCAL DATA (Y): __	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

Purpose:

Transaction 38 is used to change a record on the Equipment File to a borrowed out status. The equipment may be borrowed by another installation or by another custodian at the same installation. The installation from which the equipment is borrowed retains responsibility. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Mandatory
- B. Must be on Table 090

Loan/Lease Document No:

- A. Optional
- B. No further edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. Must not be greater than current date

Date Borrowed Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date borrowed

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Inst-Receiver:

- A. Optional
- B. Must be on Table 252

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment out code 'b'
- B. Date status coded (current date) if status changed
- C. Transaction number
- D. Entry reference number



## TRANSACTION 39 - BORROWED OUT - RETURNED

USER-ID: XXXXX PROGRAM TRN039P1	NEMS - 39 - BORROWED OUT - RETURNED	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 0007964 CONTRACTOR (ACCOUNTABLE): ITEM NAME: CAMERA STILL PICTURE 35MM MFG NAME: CANON USA MICROGRAPHICS DIV USER NO: 05376*	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: AE-1 SERIAL NO: 2385962	
LOCATION - ZIP CODE: 35812 BLDG: 4200***** AVAILABILITY STATUS CODE: A NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	ROOM 226 LOCATION: GRID1 CONDITION CODE: _ LOCAL DATA (Y): _	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL (_)		

### Purpose:

Transaction 39 is used to change a record on the Equipment File for a borrowed piece of equipment that is being returned. All information pertaining to the borrow transaction is eliminated. The Table File is used to validate the data after the record is updated on the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Optional
- B. if entered must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indication which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.134.1).

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date borrowed out (spaced out)
- B. Loan/lease document number (spaced out)
- C. Date loan/lease/borrow out due (spaced out)
- D. Equipment out code (spaced out)
- E. Date status coded (current date) if status changed
- F. Transaction number
- G. Entry reference number
- H. Date-inventoried from current date

## TRANSACTION 39 - BORROWED OUT - RETURNED - WARNING

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY-MM-DD
PROGRAM TRN039P1		TIME: HH:MM:SS
MAP: TRNWR1M1		

INVENTORY WARNING SCREEN

ECN: \_\_\_\_\_

OLD GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

WARNING \*\*\* DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: \_\_\_\_\_

1

## TRANSACTION 40 - LOAN/LEASE OUT

USER-ID: XXXXX	NEMS - 40 - LOAN/LEASE OUT	DATE: MM/DD/YY
PROGRAM TRN040P1		TIME: HH:MM:SS

ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812

DATE LOANED: ** ** *	(OR)	DATE LEASED: ** ** *
DATE LOAN/LEASE DUE: ** ** *		LOAN/LEASE DOCUMENT NO: *****
CONDITION CODE: **		

LOCATION - ZIP CODE: 35812 BLDG: 4583*****	ROOM: 171__ LOCATION: GRID7
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	LOCAL DATA (Y): _

ENTER 'C' TO CANCEL: \_\_\_\_\_

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL ( )

### Purpose:

Transaction 40 is used to change the Equipment File record for equipment that is being loaned or leased to a non-NASA entity. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Loaned:

- A. Mandatory if date leased blank
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. Must not be greater than current date

Date Leased:

- A. Mandatory if date loaned blank
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. Must not be greater than current date

Date Loan/Lease Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date loaned/leased

Loan/Lease Document No:

- A. Mandatory
- B. No further edits

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment out code 'e' for leased or 'l' for loaned
- B. Availability status code 'b'
- C. Date status coded (current date)
- D. Transaction number
- E. Entry reference number

## TRANSACTION 41 - LOAN/LEASE OUT - RETURNED

USER-ID: XXXXX      NEMS - 41 - LOAN/LEASE OUT - RETURNED      DATE: MM/DD/YY  
PROGRAM TRN041P1      TIME: HH:MM:SS

ECN: 0103445      CUSTODIAN ACCOUNT NO: 05376  
CONTRACTOR (ACCOUNTABLE):      CONTRACTOR TAG NO:  
ITEM NAME: COPYING MACHINE, INDIRECT ELEC      MODEL NO: 1803ZMR  
MFG NAME: KONISHIROKU PHOTO IND CO LTD      SERIAL NO: 9845812  
USER NO: \_\_\_\_\_  
LOCATION - ZIP CODE: 35812    BLDG: 4583\*\*\*\*\*    ROOM: 171\_\_ LOCATION: GRID7  
AVAILABILITY STATUS CODE: \*    CONDITION CODE: \_  
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N    LOCAL DATA (Y): \_

ENTER 'C' TO CANCEL: \_\_\_\_\_

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL (\_)



Purpose:

Transaction 41 is used to change the Equipment File record for equipment that has been loaned or leased by a non-NASA entity and is now being returned. All information pertaining to the loan/lease is removed. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Optional
- B if entered must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.140.1).

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date loaned out (spaced out)
- B. Date leased out (spaced out)
- C. Loan/lease document number (spaced out)
- D. Date loan/lease/borrow out due (spaced out)
- E. Equipment out code (spaced out)
- F. Date status coded (current date) if status changed
- G. Transaction number
- H. Entry reference number
- I. Date-inventoried

#### TRANSACTION 41 - LOAN/LEASE OUT - RETURNED - WARNING

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY-MM-DD
PROGRAM TRN041P1		TIME: HH:MM:SS
MAP: TRNWR1MI		
INVENTORY WARNING SCREEN		
ECN: _____		
OLD GRID LOCATION: _____	<< GRID LOCATION IS BEING INVENTORIED >>	
NEW GRID LOCATION: _____	<< GRID LOCATION IS BEING INVENTORIED >>	
WARNING *** DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED		
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

## TRANSACTION 42 - LOAN POOL OUT

USER-ID: XXXXX PROGRAM TRN042P1	NEMS - 42 - LOAN POOL OUT	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 0007964 CONTRACTOR (ACCOUNTABLE): ITEM NAME: CAMERA STILL PICTURE 35MM MFG NAME: CANON USA MICROGRAPHICS DIV	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: AE-1 SERIAL NO: 2385962	
USER NO: 05376* DATE BORROWED: ** ** ** LOCATION - ZIP CODE: 35812 BLDG: 4200***** CONDITION CODE: NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N	LOAN/LEASE DOCUMENT NO: _____ DATE BORROW DUE: ** ** ** ROOM: 226 LOCATION: GRID1 LOCAL DATA (Y): _ ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

### Purpose:

Transaction 42 is used to change the Equipment File record for equipment that is part of the loan pool, and is in the process of being loaned out. This transaction occurs only within the installation. The responsible custodian remains the same, only the user changes. The Table File is used to validate the data. After the record on the Equipment File is updated, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

User No:

- A. Mandatory
- B. Must be on Table 090

Loan/Lease Document No:

- A. Optional
- B. No further edits

Date Borrowed:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. Must not be greater than current date

Date Borrow Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date borrowed

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Condition Code:

- A. Optional
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel.

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment out code 'p'
- B. Availability status code 'b'

C. Transaction number

D. Entry reference number

### TRANSACTION 43 - LOANED POOL OUT - RETURNED

USER-ID: XXXXX      NEMS - 43 - LOAN POOL OUT - RETURNED		DATE: MM/DD/YY
PROGRAM TRN043P1		TIME: HH:MM:SS
ECN: 0007964		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: CAMERA STILL PICTURE 35MM		MODEL NO: AE-1
MFG NAME: CANON USA MICROGRAPHICS DIV		SERIAL NO: 2385962
LOCATION - ZIP CODE: 35812    BLDG: 4200*****		ROOM: 226    LOCATION: GRID1
CONDITION CODE: _____		USER NO: *****
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N		LOCAL DATA (Y): _
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

#### Purpose:

Transaction 43 is used to change the Equipment File record for equipment that has been assigned to a user in the loan pool and has now been returned to the assigned custodian. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional

field may be blank and is signified by '\_' in all unused positions of the field.  
Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Location - Zip Code:

- A. Mandatory
- B. No further edits

##### Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

##### Location - Room:

- A. Optional
- B. Must be entered left justified

##### Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.146.1).

##### Condition Code:



- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

User Number:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 090

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Previous user number
- B. Date borrowed out (spaced out)
- C. Loan/lease document number (spaced out)
- D. Date loan/lease/borrow out due (spaced out)
- E. Equipment out code (spaced out)
- F. Transaction number
- G. Entry reference number
- H. Date-inventoried from current date

### TRANSACTION 43 - LOANED POOL OUT - RETURNED - WARNING

USER-ID: XXXXX	NEMS - 39 - LOANED POOL OUT - RETURNED	DATE: MM/DD/YY
PROGRAM TRN043P1		TIME: HH:MM:SS
MAP: TRNWR1MI		

INVENTORY WARNING MESSAGE

ECN: 0007964

OLD GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

WARNING \*\*\* DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: \_\_\_\_\_

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL ( )

### TRANSACTION 44 - STORAGE IN

USER-ID: XXXXX	NEMS - 44 - STORAGE IN	DATE: MM/DD/YY
PROGRAM TRN044P1		TIME: HH:MM:SS

ECN: 1399855	CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO	MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD	SERIAL NO: 9404080056

DATE STORAGE DUE: ** ** *	CONDITION CODE: **
LOCATION - ZIP CODE: 35812 BLDG: 4312*****	ROOM 107 LOCATION: GRID2
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _

ENTER 'C' TO CANCEL: \_\_\_\_\_

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL ( )

#### Purpose:

Transaction 44 is used to change the Equipment File record for equipment that is put into storage. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Storage Due:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than current date

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on table 510

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'b' or 'o'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel

- A. Optional
- B. Must be either 'c' or spaces

Generated fields for equipment file:

- A. Date stored (current date)
- B. Equipment out code 's'
- C. Availability status code 'b'
- D. Date status coded (current date)
- E. Transaction number

F. Entry reference number

### TRANSACTION 45 - STORAGE IN - RETURNED

USER-ID: XXXXX PROGRAM TRN045P1	NEMS - 45 - STORAGE IN - RETURNED	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399855 CONTRACTOR (ACCOUNTABLE): ITEM NAME: COMPUTER, MICRO MFG NAME: WIN LABORATORIES LTD	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: FTR486DX33 SERIAL NO: 9404080056	
DATE STORAGE DUE: ** ** *	CONDITION CODE: **	
LOCATION - ZIP CODE: 35812 BLDG: 4312*****	ROOM 107__ LOCATION: GRID2	
NEMS-1 BATCH (B) OR ONLINE (O): B	LOCAL DATA (Y): _	
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

#### Purpose:

Transaction 45 is used to change the Equipment File record for equipment that is being removed from storage. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

#### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Location - Zip Code:

- A. Mandatory
- B. No further edits

##### Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

##### Location - Room:

- A. Optional
- B. Must be entered left justified

##### Location:

- A. Optional
- B. Must be entered left justified
- C. If inventory is by location and old and/or new grid location is under going inventory, a screen will appear with the warning message indicating which grid location is being inventoried, and due to this change inventory may not be closed (see warning message on page 4.152.1).

##### Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

##### Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

NEMS-1 Batch (B) or Online (O):

- A. Mandatory
- B. Must be either 'b' or 'o'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date storage due (spaced out)
- B. Date stored (spaced out)
- C. Equipment out code
- D. Date status coded (current date) if status changed
- E. Transaction number
- F. Entry reference number
- G. Date-inventoried from current date

## TRANSACTION 45 - STORAGE IN - RETURNED - WARNING

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: YY-MM-DD
PROGRAM TRN045P1		TIME: HH:MM:SS
MAP: TRNWR1M1		

INVENTORY WARNING SCREEN

ECN: \_\_\_\_\_

OLD GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

NEW GRID LOCATION: \_\_\_\_\_ << GRID LOCATION IS BEING INVENTORIED >>

WARNING \*\*\* DUE TO THIS CHANGE INVENTORY MAY NOT BE CLOSED

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: \_\_\_\_\_

## TRANSACTION 46 - CAPITAL/SENSITIVE CODE AND NATIONAL STOCK NO. CHANGE

USER-ID: XXXXX	NEMS - 46	DATE: MM/DD/YY
PROGRAM TRN046P1	CAP/SENS CODE AND NSN (CHANGE)	TIME: HH:MM:SS

ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F
MFG NAME:	SERIAL NO: MA1233067171
COST: 600.00	ACQ TRANS NO: 04

USER NO: 033562

NATIONAL STOCK NO: 7025 \_\_\_\_\_

CAPITAL/SENSITIVE CODE: N

ITEM NAME: DISPLAY UNIT\*\*\*\*\*

NEMS-1 BATCH (B) OR ONLINE (O) OR NONE (N): N

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: \_\_\_\_\_

ENTER FIELD(S) TO BE CHANGED - MANDATORY (\*) AND OPTIONAL ( )

### Purpose:

Transaction 46 is used to change the capital/sensitive code or national stock number of an Equipment File record. Changing the capital/sensitive code may require a user number be added. Therefore, this transaction also allows the user number to be altered.

### Called From Screen:

This transaction was called from the change transaction menu. The ECN and custodian account number were entered on the menu.



#### Calls Screens:

This screen will return to the change transaction menu.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

##### User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

##### Capital/Sensitive Code:

- A. Mandatory
- B. Must be on Table 130

- B. Selection limited by cost
- B. Selection limited if item in borrowed state

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Equipment type account from table 050 unless acquisition transaction number is 08 or 09
- B. Transaction number
- C. Entry reference number
- D. Date inventoried from current date

#### TRANSACTION 50 - FREEZE NUMBER/ASSIGNMENT

USER-ID: XXXXX	NEMS - 50	DATE: MM/DD/YY
PROGRAM TRN050P1	FREEZE NUMBER ASSIGNMENT	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
FREEZE NO: 0808704401		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____
PRESS ENTER KEY TO ASSIGN ABOVE FREEZE NUMBER TO THIS RECORD		

Purpose:

Transaction 50 is used to change the Equipment File record for equipment that is being assigned a freeze number, indicating it is available for redistribution and has been

requested by another installation or contractor. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

##### Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Freeze number
- B. Transaction number
- C. Entry reference number

**TRANSACTION 51 - FREEZE NUMBER REMOVAL**

USER-ID: XXXXX	NEMS - 51	DATE: MM/DD/YY
PROGRAM TRN051P1	FREEZE NUMBER REMOVAL	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MK15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
FREEZE NO: 0808704401		LOCAL DATA (Y): _
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 51 is used to change the Equipment File record for equipment that is having the freeze number removed because the equipment is no longer wanted by another installation or contractor. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Freeze number (spaced out)
- B. Transaction number
- C. Entry reference number

## TRANSACTION 52 - EXCESS EQUIPMENT TURN-IN BY CUSTODIAN

USER-ID: XXXXX	NEMS - 52	DATE: MM/DD/YY
PROGRAM TRN052P1	EXCESS EQUIPMENT TURN-IN BY CUSTODIAN	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MK15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
CUSTODIAN ACCOUNT NO: 05376	USER NO: 033562	
AVAILABILITY STATUS CODE: A	CONDITION CODE: **	
LOCATION - ZIP CODE: 35812	ROOM 104 LOCATION: GRID2	
DATE AVAILABLE: _____		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B	LOCAL DATA (Y): _	
	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

### Purpose:

Transaction 52 is used to change the Equipment File record for equipment that is designated as excess by the custodian and available for disposal or EVS screening. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be on Table 078
- E. If the old and/or the new custodian account is under going inventory a screen will appear with the warning messages

##### User No:

- A. Optional
- B. Must be on Table 090

##### Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

##### Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

##### Location - Zip Code:

- A. Mandatory
- B. No further edits

##### Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Custodian number from Table 078
- B. Custodian organization code from Table 078
- C. Date status coded (current date) if status changed



D. Transaction number

E. Entry reference number

### TRANSACTION 53 - EXCESS EQUIPMENT TURN-IN BY CONTRACTOR

USER-ID: XXXXX	NEMS - 53	DATE: MM/DD/YY
PROGRAM TRN053P1	EXCESS EQUIPMENT TURN-IN BY CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
CUSTODIAN ACCOUNT NO: 05376	CONDITION CODE: **	
AVAILABILITY STATUS CODE: A	ROOM 104__ LOCATION: GRID2	
LOCATION - ZIP CODE: 35812 BLDG: 4312*****		
DATE AVAILABLE: _____	LOCAL DATA (Y): _	
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): B	ENTER 'C' TO CANCEL: _____	
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

#### Purpose:

Transaction 53 is used to change the Equipment File record for equipment that is designated as excess by the contractor and available for disposal or EVS screening. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional

field may be blank and is signified by ' \_ ' in all unused positions of the field.  
Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Custodian Account No:

- A. Mandatory
- B. Must be changed
- C. Must be on Table 078

##### Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

##### Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

##### Location - Zip Code:

- A. Mandatory
- B. No further edits

##### Location - Building:

- A. Mandatory
- B. Must be entered left justified

C. Must be on Table 102

Location - Room:

A. Optional

B. Must be entered left justified

Location:

A. Optional

B. Must be entered left justified

Date Available:

A. Optional

B. Must be numeric

C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Equipment type account from Table 050

B. Custodian number from Table 078

C. Custodian organization code from Table 078

D. Date status coded (current date) if status changed

E. Transaction number



Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

Enter 'n' for new repair or 'c' for correction:

- A. Mandatory
- B. Must be either 'n' or 'c'

#### Labor Cost-Last Service:

- A. Can enter either new repair or correction, not both
- B. Mandatory if parts cost blank
- C. Must be numeric
- D. Can be entered left or right justified (stored right justified with leading zeros)
- E. Either labor cost or parts cost must be changed

#### Parts cost-last service:

- A. Can enter either new repair or correction, not both
- A. Mandatory if labor cost blank
- B. Must be numeric
- C. Can be entered left or right justified (stored right justified with leading zeros)
- D. Either labor cost or parts cost must be changed

#### Date Last Serviced:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format

D. Must be greater than date installation acquired

E. Must not be greater than current date

Condition Code:

A. Optional

B. Can be entered left or right justified (stored right justified with leading spaces)

C. Must be on Table 510

Mfg Serial No:

A. Mandatory

B. Must be entered left justified

Local Data (y):

A. Optional

B. Must be either 'y' or spaces

NEMS-1 Batch (B), Online (O), or None(N):

A. Mandatory

B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Equipment File:

A. Labor cost - year to date (plus labor cost - last service)

B. Labor cost - to date (plus labor cost - last service)

C. Parts cost - year to date (plus parts cost - last service)

D. Parts cost - to date (plus parts cost - last service)

E. Number of times serviced (plus 1 for new repair; minus 1 or no change for correction)

F. Transaction number

G. Entry reference number

- H. Equip-out code changed to blank if item is returned from off-site repair.
- I. Date-shipped-other-inst changed to zeros if item is returned from off-site repair.

### TRANSACTION 57 - OFF-SITE FOR REPAIR UPDATE

USER-ID: XXXXX PROGRAM TRN057P1	NEMS - 57 OFF-SITE FOR REPAIR	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399167 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: M15F SERIAL NO: MA1233092630	
DATE OUT FOR REPAIR: ** ** ** DATE REPAIR RETURN DUE: _ _ _		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): N    LOCAL DATA (Y): _		
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL		

Purpose:

Transaction 57 is used to change the Equipment File record to indicate the date equipment was sent off-site for repair. The Table File is used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Date Out For Repair:

- A. Mandatory
- B. Must be numeric
- C. Must be in yy mm dd format



- D. Must be greater than date-inst-acq
- E. Must not be greater than current-date

Date Repair Return Due:

- A. Optional
- B. Must be numeric
- C. Must be in yy mm dd format
- D. Must not be greater than current-date

Generated Fields For Equipment File:

- A. Equipment-out-code

### TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #1

USER-ID: XXXXX	NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)	DATE: MM/DD/YY
PROGRAM: TRN060P2	PAGE 1 OF 2	TIME: HH:MM:SS
ECN: C000015	CUSTODIAN ACCOUNT NO: 02022	
ITEM NAME: PRINTER	MODEL NO: 252	
MFG NAME: ENDEVCO DV BECTON DICKINSON CO	SERIAL NO: 523	
ACQ DOCUMENT CONTROL NO: 125*****	CONTRACTOR (CONVEYOR): _____	
ITEM NAME: PRINTER*****	OTHER AGENCY NO: _____	
MANUFACTURER'S - CODE: 95411	MODEL NO: 252*****	
SERIAL NO: 523*****	OLD TAG NO: _____	
UNIQUE EQUIPMENT NO: _____	CONDITION CODE: _____	
COST ESTIMATED (Y): _	USER NO: 02022*	
LOCATION - ZIP CODE: 35812 BLDG: 4485*****	ROOM: _____ LOCATION: _____	
AVAILABILITY STATUS CODE: A	LOAN/LEASE DOC NO: _____	
HAZARDOUS MATERIAL CODE: _	PRECIOUS METAL CODE: _	
EQUIPMENT MANAGEMENT CODE: _	IDLE EQUIPMENT CODE: _	
HERITAGE CODE: _		
ENTER PAGE '2': _	ENTER 'C' TO CANCEL: _____	
(DATE AND MAINTENANCE FIELDS ON PAGE 2)		

Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data. Transaction 60 has two (3) separate screens to display all the fields. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. This screen can call any of the two display screens for transaction 60.
- B. The user can return to the change transaction menu by entering 'x' in the page number field.
- C. If a 'y' is entered in the local data field, a local data screen will be supplied after all changes have been made.

Instruction Steps:

Step 1: Enter the page number for the screen desired.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'x' in the page number field.

Press the 'Enter' key.

Edit Criteria:

Page Number:

- A. Must be '1', '2', or 'x'

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

DEMIL Code

- A. Optional

B. Must be on Table 045

### TRANSACTION 60 - NASA-HELD EQUIPMENT RECORD DATA (CHANGE) SCREEN #2

USER-ID: XXXXX PROGRAM TRN060P2	NEMS - 60 - NASA HELD EQUIPMENT (CHANGE) PAGE 1 OF 2	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 0103445 ITEM NAME: COPYING MACHINE, INDIRECT ELEC MFG NAME: KONISHIROKU PHOTO IND CO LTD	CUSTODIAN ACCOUNT NO: 05376 MODEL NO: 1803ZMR SERIAL NO: 9845812	
ACQ DOCUMENT CONTROL NO: 270375148** ITEM NAME: COPYING MACHINE, INDIRECT ELEC MANUFACTURER'S - CODE: S3380 SERIAL NO: 9845812*****	CONTRACTOR (CONVEYOR): _____ OTHER AGENCY NO: _____ MODEL NO: 1803ZMR***** OLD TAG NO: _____ CONDITION CODE: _____ USER NO: 03069_ _____ ROOM: 171_ LOCATION: GRID7 LOAN/LEASE DOC NO: _____ PRECIOUS METAL CODE: _____ IDLE EQUIPMENT CODE: _____	
UNIQUE EQUIPMENT NO: _____ COST ESTIMATED (Y): _____ LOCATION - ZIP CODE: 35812 BLDG: 4583***** AVAILABILITY STATUS CODE: A HAZARDOUS MATERIAL CODE: _____ EQUIPMENT MANAGEMENT CODE: _____		
ENTER PAGE '2': _____	ENTER 'C' TO CANCEL: _____	
(DATE AND MAINTENANCE FIELDS ON PAGE 2)		

#### Purpose:

Transaction 60 is used to change the equipment file record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data.

#### Called From Screen:

This transaction can be called from any of the transaction 60 screens.

#### Calls Screens:

- A. This screen can call transaction 60 screen 3.
- B. The cancellation of this screen will return the user to transaction 60 screen 1.
- C. If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

#### Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional

field may be blank and is signified by '\_' in all unused positions of the field.  
Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other transaction 60 screens by entering the appropriate page number in the page number field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Contractor (Conveyor):

- A. Optional
- B. Must be entered if acq trans no is 06
- C. Can be entered left or right justified (stored right justified with leading spaces)

##### Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

##### Other Agency No:

- A. Optional
- B. Must be entered if acq trans no is 02 or 05
- C. Must be numeric
- D. Must be on Table 132

Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

Model No:

- A. Mandatory
- B. Must be entered left justified

Serial No:

- A. Mandatory
- B. Must be entered left justified

Unique Equipment Code:

- A. Optional
- B. Must be entered left justified

Cost Estimated (y):

- A. Optional
- B. Must be either 'y' or spaces

User No:

- A. Optional
- B. Must be entered left justified
- C. Must be on Table 090

Location - Zip Code:

- A. Mandatory
- B. No further edits

Location - Building:

- A. Mandatory
- B. Must be entered left justified
- C. Must be on Table 102

Location - Room:

- A. Optional
- B. Must be entered left justified

Location:

- A. Optional
- B. Must be entered left justified
- C. If the old and/or the new grid location is under going inventory a screen will appear with the warning messages indicating which grid location is being inventoried, and due to this change inventory may not be closed.

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Loan/Lease Doc No:

- A. Optional
- B. Must be entered if acq trans no is 08 or 09

Hazardous Material Code:

- A. Optional
- B. Must be on Table 180

Precious Metal Code:

- A. Optional
- B. Must be on Table 182

Equipment Management Code:

- A. Optional
- B. Must be on Table 155

Idle Equipment Code:

- A. Optional
- B. Must be on table 184

NEMS-1 Batch (B), Online (O), or None(N):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Manufacturer name (spaced out) if manufacturer code is not 'xxxxx'
- B. Equipment type account from Table 050 unless acquisition transaction number is 08 or 09
- C. Date status coded (current date) if status changed
- D. Transaction number
- E. Entry reference number

### TRANSACTION 60 - NASA-HELD EQUIPMENTRECORD DATA (CHANGE) SCREEN #3

USER-ID: XXXXX	NEMS - 60 - NASA HELD EQUIPMENT (CHANGE)	DATE: 10/10/97
PROGRAM TRN060P3	PAGE 2 OF 2	TIME: 15:17:55
ECN: J000717	CUSTODIAN ACCOUNT NO: 02022	
ITEM NAME: TEST 717	MODEL NO: 717	
MFG NAME: MFR UNIDENTIFIED (VERIFIED)	SERIAL NO: 11199928828373467333	
DATE INST ACQUIRED: 97 09 11	YEAR MANUFACTURED: 97	
DATE INVENTORIED: 97 09 23	DATE BORROWED: _ _ _	
DATE LOANED: _ _ _ (OR)	DATE LEASED: _ _ _	
DATE AVAILABLE: _ _ _	DATE STORED-IN: _ _ _	
DATE LAST SERVICED: _ _ _	LABOR: _ _ _	
DATE WARRANTY EXP - MATERIALS: _ _ _		
ENTER PAGE '1': _	ENTER 'C' TO CANCEL: _ _ _ _ _	
(EQUIPMENT FIELDS ON PAGE 1)		

#### Purpose:

Transaction 60 is used to change the Equipment File record for NASA-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data.

#### Called From Screen:

This screen can be called from any of the Transaction 60 screens.

#### Calls Screens:

- A. This screen can call transaction 60 screen 1.
- B. Cancellation of this screen will return the user to
- A. Transaction 60.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '-' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.



Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field, or may call any of the other Transaction 60 screens by entering the appropriate page number in the page number field.

Press the 'Enter' key.

#### Edit Criteria:

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Can not be greater than current year

##### Year Manufactured:

- A. Mandatory
- B. Must be numeric

##### Date Inventoried:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. Must not be greater than current date

##### Date Borrowed:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date loaned out and leased out must be blank

- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. Must be greater than date installation acquired
- I. Must not be greater than current date

Date Loaned:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date borrowed out and leased out must be blank
- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. Must be greater than date installation acquired
- I. Must not be greater than current date

Date Leased:

- A. Optional
- B. Should only be changed if exists
- C. Can not be blanked out
- D. Date loaned out and borrowed out must be blank
- E. Date loan/lease/borrow out due must not be blank
- F. Must be numeric
- G. Must be in 'yy mm dd' format
- H. Must be greater than date installation acquired
- I. Must not be greater than current date

Date Available:

- A. Optional
- B. Must be numeric

- C. Must be in 'yy mm dd' format
- D. Must be greater than or equal to date inst acquired

Date Stored In:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- E. Must be greater than date installation acquired
- F. Must not be greater than date storage due

Date Last Serviced:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired
- E. If entered, either labor or parts cost must be entered
- F. Must not be greater than current date

Date Warranty Exp - Materials:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'YYYY' (Year) must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Optional
- B. Must be numeric
- C. Must be in 'yyyy mm' format
- D. 'yyyy' (Year) must not be less than year manufactured

## TRANSACTION 61 - CONTRACTOR HELD EQUIPMENT RECORD DATA (CHANGE)

USER-ID: XXXXX NEMS - 61 - CONTRACTOR HELD EQUIPMENT (CHANGE)		DATE: MM/DD/YY
PROGRAM TRN061P1		TIME: HH:MM:SS
ECN: 0103445	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	MODEL NO: 1803ZMR	
MFG NAME: KONISHIROKU PHOTO IND CO LTD	SERIAL NO: 9845812	
ACQ DOCUMENT CONTROL NO: 270375148**	DATE INST ACQUIRED: ** ** *	
ITEM NAME: COPYING MACHINE, INDIRECT ELEC	OLD TAG NO: _____	
MANUFACTURER'S - CODE: S3380	MODEL NO: 1803ZMR*****	
SERIAL NO: 9845812*****	YEAR MANUFACTURED: **	
NATIONAL STOCK NO: ****	COST ESTIMATED (Y) : _	
LOCATION - ZIP CODE: *****	CONDITION CODE: _	
AVAILABILITY STATUS CODE: A	DATE AVAILABLE: _	
CONTRACTOR (ACCOUNTABLE): *****	CONTRACTOR TAG NO: *****	
LOCAL DATA (Y) : _		
ENTER 'C' TO CANCEL: _____		

### Purpose:

Transaction 61 is used to change the Equipment File record for contractor-held equipment that has many fields to be changed, occurring most often when data entry errors have occurred. The table files are used to validate the data. After the record is updated on the Equipment File, a record is written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the add transaction menu.
- If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.
- If 'xxxxx' is entered in the manufacturer's code field, a manufacturer's code screen will be supplied after all the other transaction entries are correct.

### Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An

optional field may be blank and is signified by '\_' in all unused positions of the field.

Change the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Acq Document Control No:

- A. Mandatory
- B. Must be entered left justified

##### Date Inst Acquired:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must not be greater than current date

##### Item Name:

- A. Mandatory
- B. Must be entered left justified
- C. Must not be changed if standardized

##### Manufacturer's - Code:

- A. Mandatory
- B. Must be on Table 040

##### Model No:

- A. Mandatory
- B. Must be entered left justified

Serial No:

- A. Mandatory
- B. Must be entered left justified

Year Manufactured:

- A. Mandatory
- B. Must be numeric

National Stock No:

- A. First four positions mandatory
- B. First four position must be numeric
- C. Last nine positions optional
- D. First two positions must be on Table 050

Cost Estimated (Y):

- A. Optional
- B. Must be either 'y' or spaces

Location - Zip Code:

- A. Mandatory
- B. No further edits

Condition Code:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)
- C. Must be on Table 510

Availability Status Code:

- A. Mandatory
- B. Must be on Table 410

Date Available:

- A. Optional
- B. Must be numeric
- C. Must be in 'yy mm dd' format
- D. Must be greater than date installation acquired

Contractor (Accountable):

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Mandatory
- B. Can be entered left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Date status coded (current date) if status changed
- B. Manufacturer name (spaced out) if manufacturer's code is not 'xxxxx'
- C. Transaction number
- D. Entry reference number

## TRANSACTION 62 - GLOBAL CHANGE PROCESSING MENU

USER-ID: XXXXX PROGRAM TRN062P1	GLOBAL PROCESSING MENU	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER SELECTION OR 'X' TO EXIT: _____		
1 - DESCRIPTION OF GLOBAL PROCESSING		
2 - PROCESS THE GLOBAL		
3 - ALTER CURRENTLY SCHEDULED GLOBAL		
4 - PROCESS A GLOBAL DELETE TRANSACTION		

### Purpose:

This screen allows the user to select the options of global processing.

### Called From Screen:

This screen is called from the change transaction menu

### Calls Screens:

- A. The successful completion or cancellation of this menu will return the user to the change transaction menu.
- B. If '1' is entered on the selection prompt, a global processing description screens will be supplied.
- C. If '2' is entered on the selection prompt, a global change qualifier selection menu will be supplied.
- D. If '3' is entered on the selection prompt, a screen will display the currently scheduled globals. The user may alter the processing of these globals.
- E. If '4' is entered on the selection prompt, a global delete qualifier selection menu will be supplied.

### Instruction Steps:

Step 1: Enter the selection, Press Enter key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.



Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time by entering 'x' in the exit field. The user will return to the change transaction menu.

Press the 'Enter' key.

**Edit Criteria:**

Selection must be either 'x' or '1' or '2' or '3' or '4'

- A. 'x' to exit
- B. '1' Description of globals processing
- C. '2' Process of global change
- D. '3' Alter scheduled globals
- D. '4' Process of global delete

**TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION**

USER-ID: XXXXX PROGRAM TRN062PE	NEMS - 62 - GLOBAL (CHANGE) DESCRIPTION	DATE: MM/DD/YY TIME: HH:MM:SS
GLOBAL CHANGE TRANSACTION ALLOWS THE USER TO CHANGE A SPECIFIED FIELD IN A GROUP OF RECORDS.		
FOR A GLOBAL CHANGE TRANSACTION, THE USER IS SUPPLIED WITH THE OPTION TO SELECT ALL RECORDS, OR TO CHOOSE UP TO THREE QUALIFIERS AS RECORD SELECTION CRITERIA. IF QUALIFIERS ARE SELECTED, ANOTHER SCREEN WILL BE DISPLAYED SO THAT THE BEGINNING AND ENDING RANGE MAY BE ENTERED FOR EACH SELECTED QUALIFIER.		
ONCE RECORD SELECTION QUALIFIERS AND THEIR BEGINNING AND ENDING VALUES ARE SELECTED, A SCREEN WILL BE DISPLAYED SHOWING THE FIELDS WHICH ARE ELIGIBLE FOR GLOBAL CHANGE. THE USER IS ALLOWED TO SELECT ONLY ONE (1) FIELD TO BE CHANGED PER TRANSACTION. ONCE THE FIELD HAS BEEN SELECTED, ANOTHER SCREEN WILL PROMPT THE ENTRY OF THE 'OLD' (CURRENT) VALUE AND THE 'NEW VALUE TO WHICH IT IS TO BE CHANGED.		
(PRESS ENTER TO CONTINUE)		

**Purpose:**

This screen allows the user to read the description of transaction and continue to the second page of description.

**Called From Screen:**

This screen is called from the global change transaction menu

**Calls Screens:**

- A. This screen will call the second page of the Transaction 62 description.

**Instruction Steps:**

- Step 1: Press 'Enter' to continue

**TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION**

USER-ID: XXXXX PROGRAM TRN062PE	NEMS - 62 - GLOBAL (CHANGE) DESCRIPTION	DATE: MM/DD/YY TIME: HH:MM:SS
<p>IF ONLY A SPECIFIED 'OLD' VALUE IS TO BE CHANGED, IT MUST BE ENTERED ON THE SCREEN IN THE 'OLD' VALUE FIELD. IF THE 'OLD' VALUE IS TO BE CHANGED REGARDLESS OF THE VALUE, AN EXCLAMATION POINT (!) MUST BE ENTERED IN EVERY POSITION OF THE 'OLD' VALUE FIELD. IF THE 'OLD' VALUE IS BLANK, A QUESTION MARK (?) MUST BE ENTERED IN EVERY POSITION OF THE 'OLD' VALUE FIELD. LIKEWISE, IF THE 'NEW' VALUE FIELD IS TO BE BLANK, A QUESTION MARK MUST BE ENTERED IN EVERY POSITION OF THE 'NEW' VALUE FIELD.</p> <p>LOCAL DATA IS HANDLED ON A CHARACTER BY CHARACTER BASIS. IN OTHER WORDS, IF THE FOURTH CHARACTER OF THE 'OLD' LOCAL DATA FIELD IS SPECIFIED AS 'X', THE ONLY TIME THE FOURTH POSITION WILL BE CHANGED IS WHEN THE OLD VALUE IS 'X'. TO CHANGE A GIVEN POSITION IN THE LOCAL DATA FIELD REGARDLESS OF ITS OLD VALUE, ENTER AN EXCLAMATION POINT (!) IN THAT POSITION OF THE OLD LOCAL DATA FIELD. TO SPECIFY A POSITION TO BE CHANGED TO BLANK, ENTER A QUESTION MARK (?) IN THAT POSITION IN THE NEW LOCAL DATA FIELD.</p> <p>(PRESS ENTER TO CONTINUE)</p>		

**Purpose:**

This screen allows the user to read the description of transaction and continue to the third page of description.

**Called From Screen:**

- This screen is called from the first screen of global change description.

**Calls Screens:**

- A. This screen will call the third page of the Transaction 62 description.

**Instruction Steps:**

- Step 1: Press 'Enter' to continue

## TRANSACTION 62 - GLOBAL CHANGE DESCRIPTION

USER-ID: XXXXX PROGRAM TRN062PE	NEMS - 62 - GLOBAL (CHANGE) DESCRIPTION	DATE: MM/DD/YY TIME: HH:MM:SS
GENERATED CHANGES:		
WHEN CUSTODIAN ACCOUNT IS CHANGED, THE CUSTODIAN NUMBER AND CUSTODIAN ORG CODE IS GENERATED FOR THE NEW CUSTODIAN ACCOUNT, AND WHEN NATIONAL STOCK NUMBER IS CHANGED, A CHANGE TO EQUIPMENT TYPE ACCOUNT IS GENERATED.		
ALSO NOTE THAT CUSTODIAN NUMBER, CUSTODIAN ORG CODE AND EQUIPMENT TYPE ACCOUNT MAY BE CHANGED SEPARATELY.		
THE GLOBAL DELETE TRANSACTION SCHEDULES A GLOBAL TRANSACTION WHICH WILL DELETE ALL EQUIPMENT WITHIN A CONTRACTOR ACCOUNT. THE GLOBAL DELETES ARE DISPLAYED WITH '***' IN THE CHANGE NUMBER FIELD ON THE 'ALTER CURRENTLY SCHEDULED GLOBAL' SCREEN. THE USER CAN CANCEL, POSTPONE, OR RESCHEDULE THE DELETE TRANSACTIONS EXACTLY LIKE GLOBAL CHANGE TRANSACTIONS.		
ENTER '1' TO GO TO PAGE 1, 'X' TO EXIT, OR BLANK TO CONTINUE: _____		

### Purpose:

This screen allows the user to read the description of transaction and continue processing.

### Called From Screen:

This screen is called from the second screen of Transaction 62 description.

### Calls Screens:

- A. Successful completion of this screen will call the global transaction menu
- B. The cancellation of this transaction will return the user to the change transaction menu
- C. A '1' entered in the selection will return the user to the first page of the transaction description

### Instruction Steps:

Step 1: This screen will display the third page of the transaction description.

Enter '1' to return to the first description screen

Press the 'Enter' key.

Enter 'x' to return to the change transaction menu

Press the 'Enter' key.

Enter ' ' to return to the global transaction menu

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

Edit Criteria:

Request must be either '1' or 'x' or ' '

Enter 'x' to exit:

A. Optional

Enter '1' to return to first page:

A. Optional

Enter ' ' to continue:

A. Optional

## TRANSACTION 62 - GLOBAL CHANGE QUALIFYING SELECTION

USER-ID: XXXXX PROGRAM TRN062P2	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER UP TO THREE QUALIFIERS FOR SELECTION: _ _ _		
OR		
ENTER 'A' TO SELECT ENTIRE FILE: _		
01 - ECN	13 - CUSTODIAN NUMBER	25 - CONTRACTOR TAG NUMBER
02 - ITEM NAME	14 - CUST ORG CODE	26 - CONTRACTOR ACCT
03 - MFG CODE	15 - USER NUMBER	27 - DATE LOANED OUT
04 - MFG MODEL NUMBER	16 - EQUIP-ZIP CODE	28 - DATE LEASED OUT
05 - MFG SERIAL NUMBER	17 - EQUIP BUILDING	29 - DATE BORROWED OUT
06 - YEAR MFG	18 - EQUIP TYPE ACCT	30 - DATE STORED IN
07 - NATIONAL STOCK NO	19 - DATE INVENTORIED	31 - EQUIP IN CODE
08 - CAP/SENS CODE	20 - OLD TAG NUMBER	32 - EQUIP OUT CODE
09 - AVAIL STATUS CODE	21 - DATE AVAILABLE	33 - EQUIP MGMT CODE
10 - DATE INST ACQ	22 - CONDITION CODE	34 - FREEZE NUMBER
11 - ACQ TRANS NUMBER	23 - DATE LAST CALIBRATED	35 - OTHER AGENCY NO
12 - CUST ACCT NUMBER	24 - DATE CALIBRATION DUE	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen allows the user to specify up to three fields which are to be used in qualifying records to be selected for update via the global change transaction. If 'a' (all) is specified, all records belonging to the user's installation will be processed.

Called From Screen:

This screen is called from the second page of the transaction description screen.

Calls Screens:

- A. The successful completion of this screen will call the beginning and ending value selection menu for the specified qualifier (unless 'all' was specified).
- B. The cancellation of this transaction will return the user to the change transaction menu.

Instruction Steps:

Step 1: This screen will display all fields which may be used as selection criteria.

Enter 'a' to process all records belonging to your installation or select up to three fields for record selection within your installation.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

- 1. If all records for your installation are to be processed, enter 'a'.
- 2. If selected records are to be processed, enter up to three (3) qualifiers. Only records belonging to your installation are available for selection.
- 3. No qualifiers may be entered when 'a' is specified
- 4. If qualifiers are selected
  - A. Qualifiers must be numeric
  - B. Same qualifier must not be entered twice
  - C. Qualifiers must be 01 through 35 (leading zero is not required)

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

### TRANSACTION 62 - GLOBAL CHANGE BEGINNING AND ENDING VALUES

<b>USER-ID:</b> XXXXX <b>PROGRAM</b> TRN062P3	<b>NEMS - 62 - GLOBAL (CHANGE)</b> <b>QUALIFIERS</b>	<b>DATE:</b> MM/DD/YY <b>TIME:</b> HH:MM:SS									
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%; vertical-align: top;"> <b>STARTING VALUE:</b> _____  <b>ENDING VALUE:</b> _____  <b>LENGTH</b>            . . . . +.         </td> <td style="width: 30%; vertical-align: top; text-align: center;"> <b>DATE CALIBRATION DUE</b>            _____            *** NOT SELECTED ***         </td> <td style="width: 40%; vertical-align: top;"> <b>FIRST QUALIFIER</b>            _____    <b>SECOND QUALIFIER</b>            _____    <b>THIRD QUALIFIER</b>            _____         </td> </tr> <tr> <td style="vertical-align: top;"> <b>STARTING VALUE:</b> _____  <b>ENDING VALUE:</b> _____  <b>LENGTH</b>            . . . . +.         </td> <td style="vertical-align: top; text-align: center;">           *** NOT SELECTED ***         </td> <td></td> </tr> <tr> <td style="vertical-align: top;"> <b>STARTING VALUE:</b> _____  <b>ENDING VALUE:</b> _____  <b>LENGTH</b>            . . . . +.         </td> <td style="vertical-align: top; text-align: center;">           *** NOT SELECTED ***         </td> <td></td> </tr> </table>			<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	<b>DATE CALIBRATION DUE</b> _____ *** NOT SELECTED ***	<b>FIRST QUALIFIER</b> _____  <b>SECOND QUALIFIER</b> _____  <b>THIRD QUALIFIER</b> _____	<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	*** NOT SELECTED ***		<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	*** NOT SELECTED ***	
<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	<b>DATE CALIBRATION DUE</b> _____ *** NOT SELECTED ***	<b>FIRST QUALIFIER</b> _____  <b>SECOND QUALIFIER</b> _____  <b>THIRD QUALIFIER</b> _____									
<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	*** NOT SELECTED ***										
<b>STARTING VALUE:</b> _____ <b>ENDING VALUE:</b> _____ <b>LENGTH</b> . . . . +.	*** NOT SELECTED ***										
<div style="text-align: right;">ENTER 'C' TO CANCEL: _____</div> <p><b>NOTE: DO NOT TYPE BEYOND LENGTH DISPLAYED FOR EACH FIELD</b></p>											

#### Purpose:

This screen allows the user to enter a starting and ending value for each selected qualifier. No records will be processed which do not meet the value ranges for the specified qualifiers.

#### Called From Screen:

This screen is called from the qualifier selection menu.

#### Calls Screens:

- A. The successful completion of this screen will call the screen to select the field to be changed
- B. The cancellation of this transaction will return the user to the record qualifying selection menu.

#### Instruction Steps:

**Step 1:** This screen will appear with selected qualifiers displayed. Read the information on the screen to verify that the qualifiers displayed are correct.

Enter beginning and ending values for each qualifier.

Notes: Both values must be entered for each qualifier. Do not type past the 'length' index below each delimiter input field.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

1. For a selected qualifier both beginning and ending values must be entered.
2. Beginning value must not be greater than ending value
3. Must not exceed the length for a specified field.

#### ECN:

- A. Must be entered left justified
- B. First position must be alphanumeric
- C. Last five positions must be numeric

#### Item Name:

- A. Must be entered left justified

#### Manufacturer's - Code:

- A. Must be on Table 040

#### Manufacturer's - Model No:

- A. Must be entered left justified

#### Manufacturer's - Serial No:

- A. Must be entered left justified

#### Year Manufactured:

- A. Must be numeric

National Stock No:

- A. First four position must be numeric
- B. Last nine positions optional
- C. First two positions must be on Table 050

Capital/Sensitive Code:

- A. Must be on Table 130

Availability Status Code:

- A. Must be on Table 410

Date Inst Acquired:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Acq Trans Number:

- A. Must be entered left justified

Custodian Account No:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Number:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Org Code:

- A. Must be entered left justified
- B. Must be on Table 078

User No:

- A. Must be entered left justified
- B. Must be on Table 090

Location - Zip Code:



- A. Must be entered left justified

Location - Building:

- A. Must be entered left justified
- B. Must be on Table 102

Equipment Type Acct:

- A. Must be entered left justified
- B. Must be on Table 102

Date Inventoried:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Old Tag Number:

- A. Must be entered left justified

Date Available:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Condition Code:

- A. Can be entered left or right justified (stored right justified with leading spaces)
- B. Must be on Table 510

Date Last Calibrated:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Calibration Due:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Contractor Tag No:

- A. Can be entered left or right justified (stored right justified with leading spaces)

Contractor (Accountable):

- A. Must match what is currently in the record
- B. Can be entered left of right justified (stored right justified with leading spaces)

Date Loaned Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Leased Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Borrowed Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Stored In:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Shipped Other Inst:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Equip In Code:

- A. Must be on Table 160

Equip Out Code:

- A. Must be on Table 165

Equip Mgmt Code:

- A. Must be on Table 155

Freeze Number:

- A. Must be numeric

Other Agency No:

- A. Must be numeric

B. Must be on Table 132

Enter 'c' to cancel:

A. Optional

B. Must be either 'c' or spaces

### TRANSACTION 62 - GLOBAL CHANGE FIELD SELECTION

USER-ID: XXXXX PROGRAM TRN062P4	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER FIELD TO BE CHANGED OR 'X' TO EXIT: _____		
01 - ITEM NAME	11 - USER NUMBER	21 - DATE WRNTY EXP LABOR
02 - MFG CODE	12 - EQUIP ZIP CODE	22 - CONTRACTOR ACCT
03 - MFG MODEL NUMBER	13 - EQUIP BUILDING	23 - DATE L/L/B IN DUE
04 - YEAR MFG	14 - EQUIP ROOM	24 - DATE LOANED OUT
05 - NATIONAL STOCK NO	15 - EQUIP TYPE ACCT	25 - DATE LEASED OUT
06 - AVAIL STATUS CODE	16 - DATE AVAILABLE	26 - DATE BORROWED OUT
07 - DATE STATUS CODED	17 - CONDITION CODE	27 - EQUIP MGMT CODE
08 - CUST ACCT NO	18 - HAZ MATERIAL CODE	28 - LOCAL DATA
09 - CUSTODIAN NUMBER	19 - PREC METAL CODE	29 - LOCATION
10 - CUSTODIAN ORG CODE	20 - DATE WRNTY EXP MATER	

Purpose:

This screen allows the user to select one (1) field for which a global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

Calls Screens:

- A. The successful completion of this screen will call the 'old' and 'new' value entry screen.
- B. The cancellation of this transaction will return the user to the record qualifier selection menu.

Purpose:

This screen allows the user to select one (1) field for which a global change transaction is to be generated.

Called From Screen:

This screen is called from the record qualifying range selection screen.

**Calls Screens:**

- A. The successful completion of this screen will call the 'old' and 'new' value entry screen.
- B. The cancellation of this transaction will return the user to the record qualifier selection menu.

**Instruction Steps:**

Step 1: This screen will display the fields which may be updated by a global change transaction.

Select only one (1) field to be changed

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the error.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time prior to successful completion by entering 'x' in the selection field.

Press the 'Enter' key.

**TRANSACTION 62 - GLOBAL CHANGE 'OLD' AND 'NEW' VALUE**

USER-ID: XXXXX PROGRAM TRN062P4	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
DATE LOANED OUT		
OLD VALUE: ** ** * (YY MM DD FORMAT)		
NEW VALUE: ** ** * (YY MM DD FORMAT)		
ENTER 'C' TO CANCEL: _____		
1. TO SPECIFY ALL OLD VALUES, ENTER ALL EXCLAMATION POINTS (!) IN THE 'OLD' VALUE FIELD.		
2. TO SPECIFY A NEW VALUE AS BLANK, ENTER ALL QUESTION MARKS (?) IN THE 'NEW' VALUE FIELD.		

Purpose:

This screen allows the entry of the 'old' (current) value of the field to be changed and the 'new' value to which it is to be changed. Successful completion of this screen will generate a global change transaction record which will be placed in a file for overnight processing.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

- A. The successful completion of this screen will call the transaction confirmation screen.
- B. The cancellation of this screen will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1: This screen will appear with the selected data field displayed. Read the information on the screen to verify that the field displayed is correct.

Enter the 'old' and 'new' values.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'enter' key.

Edit Criteria:

Must enter 'old' and 'new' value

Item Name:

- A. Must be entered left justified

Manufacturer's - Code:

- A. Must be on table 040

- B. Must be entered left justified

Manufacturer's - Model No:

- A. Must be entered left justified

Year Manufactured:

- A. Must be numeric

National Stock No:

- A. First four position must be numeric
- B. Last nine positions optional
- C. First two positions must be on Table 050

Availability Status Code:

- A. Must be on Table 410

Date Status Coded:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. Cannot be greater than current year

Custodian Account No:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Number:

- A. Must be entered left justified
- B. Must be on Table 078

Custodian Org Code:

- A. Must be entered left justified
- B. Must be on Table 078

User No:

- A. Must be entered left justified
- B. Must be on Table 090

Location - Zip Code:

- A. Must be entered left justified

Location - Building:

- A. Must be entered left justified
- B. Must be on Table 102

Location - Room:

- A. Must be entered left justified
- B. No further edits

Equipment Type Acct:

- A. Must be entered left justified
- B. Must be on Table 052

Date Available:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Condition Code:

- A. Can be entered left or right justified (stored right justified with leading spaces)
- B. Must be on table 510

Hazardous Material Code:

- A. Must be on Table 180
- B. No further edits

Precious Metal Code:

- A. Must be on Table 182
- B. No further edits

Date Warranty Exp - Materials:

- A. Must be numeric
- B. Must be in 'yyyy mm' format

- C. 'YYYY' must not be less than year manufactured

Date Warranty Exp - Labor:

- A. Must be numeric
- B. Must be in 'yyyy mm' format
- C. 'YYYY' must not be less than year manufactured

Contractor (Accountable):

- A. Can be entered left of right justified (stored right justified with leading spaces)

Date Loan/Lease/Borrow In Due:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Date Loaned Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. Must not be greater than current date

Date Leased Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format
- C. Must not be greater than current date

Date Borrowed Out:

- A. Must be numeric
- B. Must be in 'yy mm dd' format

Equip Mgmt Code:

- A. Must be on Table 155

Local Data:

- A. No edits

Location:

- A. Must be entered left justified



- B. An error message will be displayed and the user will not be allowed to change the location, if the inventory is being conducted by grid location and the 'old' and/or the new location is currently undergoing inventory.

Enter 'x' to exit:

- A. Optional
- B. Must be either 'x' or spaces

### TRANSACTION 62 - GLOBAL CHANGE LOCAL DATA

USER-ID: XXXXX PROGRAM TRN062P4	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
 LOCAL DATE		
OLD VALUE:		
.....1.....2.....3.....4.....5.....6.....7		
NEW VALUE:		
.....1.....2.....3.....4.....5.....6.....7		
ENTER 'C' TO CANCEL: _____		
<p>1. TO SPECIFY ALL OLD VALUES FOR A GIVEN POSITION, ENTER AN EXCLAMATION POINT (!) IN THE POSITION OF THE 'OLD' VALUE FIELD.</p> <p>2. TO SPECIFY A NEW VALUE AS BLANK, ENTER A QUESTION MARK (?) IN THE POSITION IN THE 'NEW' VALUE FIELD.</p>		

Purpose:

This screen will be called from the field selection screen when a request is made to change local data. This screen is similar to the normal 'old and new' value entry screen except that an index line is displayed below the value entry fields. Another feature of the local data screen is that each of the seventy characters in the local data field is treated as a separate field.

Called From Screen:

This screen is called from the change transaction field selection menu.

Calls Screens:

- A. The successful completion of this screen will call the transaction confirmation screen.
- B. The cancellation of this transaction will return the user to the change transaction field selection menu.

Instruction Steps:

Step 1: This screen will appear with a seventy (70) character field to enter local data.

Enter the 'old' and 'new' values for desired positions.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

'Old' and 'new':

A. Mandatory

Enter 'c' to cancel:

A. Optional

#### TRANSACTION 62 - CONFIRMATION SCREEN #1

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM TRN062P6	CONFIRMATION	TIME: HH:MM:SS
*** WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE ***		
FIELD SELECTED FOR CHANGE: EQUIP ZIP CODE		
OLD VALUE		
35812		
NEW VALUE		
35815		
NEMS-1 BATCH 'B' OR NONE ' ': _ REPORT 500 YES 'Y' OR NO ' ': _		
ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____		

Purpose:

The purpose of this screen is to warn the user that the entire database will be processed (i.e. All records belonging to the user's installation) and give the user an option to select

NEMS1 in batch mode, report 500 and confirm or cancel the transaction for batch processing.

Called From Screen:

This screen is called from the 'old' and 'new' value entry screen

Calls Screens:

A. None

Instruction Steps:

Step 1: This screen will appear with the field selected for change and its 'old' and 'new' value read the information on the screen to verify that the field and the values displayed are correct.

Enter 'B' for NEMS-1

'Y' for report 500

'Y' or 'C' to confirm or cancel the transaction

Press the 'Enter' key

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

A. Optional

B. Must be 'b' for batch or ' ' for none

Report 500:

A. Optional

B. Must be 'y' for yes or ' ' for no

Confirm Transaction:

A. Mandatory

B. Must be 'y' to confirm or 'c' to cancel

## TRANSACTION 62 - CONFIRMATION SCREEN #2

USER-ID: XXXXX	NEMS - 62 - GLOBAL (CHANGE)	DATE: MM/DD/YY
PROGRAM TRN062P6	CONFIRMATION	TIME: HH:MM:SS
FIRST QUALIFIER:	CUSTODIAN NUMBER	
STARTING VALUE:	02022	
ENDING VALUE:	05479	
SECOND QUALIFIER:	*** NOT SELECTED ***	
STARTING VALUE:		
ENDING VALUE:		
THIRD QUALIFIER:	*** NOT SELECTED ***	
STARTING VALUE:		
ENDING VALUE:		
FIELD SELECTED FOR CHANGE:	CUSTODIAN NUMBER	
OLD VALUE:		
02022		
NEW VALUE:		
05479		
NEMS-1 BATCH 'B' OR NONE ' ': _ REPORT 500 YES 'Y' OR NO ' ': _		
ENTER 'Y' TO CONFIRM TRANSACTION OR 'C' TO CANCEL: _____		

### Purpose:

The purpose of this screen is to give the user an option to select NEMS-1, Report-500 and confirm or cancel the transaction for batch processing.

### Called From Screen:

This screen is called from the 'old' and 'new' value entry screen

### Calls Screens:

A. NONE

Step 1: This screen will appear with the selected qualifier and their starting and ending values, field selected for change and its 'old' and 'new' value. Read the information on the screen to verify that the qualifiers and the field values displayed are correct.

Enter 'B' for NEMS-1

'Y' for Report 500

'Y' or 'C' to confirm or cancel the transaction

Press the 'Enter' key

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

step 3: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

NEMS-1 batch:

- A. Optional
- B. Must be 'b' for batch or ' ' for none

Report 500:

- A. Optional
- B. Must be 'y' for yes or ' ' for no

Confirm Transaction:

- A. Mandatory
- B. Must be 'y' to confirm or 'c' to cancel

### TRANSACTION 62 - GLOBAL CHANGE ALTER CURRENTLY SCHEDULED GLOBALS

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM				DATE: MM/DD/YY	
PROGRAM TRN062P1		GLOBAL TRANSACTIONS SCHEDULED				TIME: HH:MM:SS	
PAGE 1							
SEQ NO	ENTRY-REF NO	PROCESS SWITCH	DATE SCHEDULED	USERID	QUALIFIERS 1 2 3	CHANGE NO	PRINT NEMS-1 REPORT 500
1	0872317058	P	08/19/1997	MSDMR	01	06	B Y
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
			/ /				
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____ ENTER SEQUENCE NUMBER AND SELECTION: _____ (P = POSTPONE, C = CANCEL, ' ' = ON SCHEDULE, D = DETAIL DISPLAY): _							
(PRESS ENTER TO VIEW LIST AGAIN)							

Purpose:

This screen lists all the globals scheduled to run during the night. Identifying information such as entry-ref-no, process- switch, date scheduled, requesting user-id, qualifiers, change field number, request to print NEMS-1 and Report 500 is displayed on online line, with a maximum of ten per screen. Output may span more than one screen. Scheduled global deletes are displayed with '\*\*' in the change no. field.

Called From Screen:

This screen is called by the global processing menu.

CALLS SCREEN:

Upon completion, this screen calls the detail display of selected global.

Instruction Steps:

Step 1: Information concerning all globals scheduled to run that night is displayed on the screen. Any of the global change may be postponed, canceled, or placed on schedule by entering the global sequence number and the new status in the appropriate input fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by entering an 'x' in the exit field. The user will return to the global change processing menu.

Press the 'Enter' key.

Edit Criteria:

Exit Field:

A. 'X' or blank

Sequence Number:

A. Mandatory

B. Must be in the range of the global sequence numbers

New Status Field:

A. Must be blank, 'p', 'c' or 'd'

1. Blank - rescheduled to run tonight
2. 'C' - cancel the global processing
3. 'P' - postpone the global processing
4. 'D' - display the detail information pertaining to a selected global change request

### TRANSACTION 62 - DETAIL DISPLAY

USER-ID: XXXXX PROGRAM TRN062P7	NEMS - 62 - GLOBAL (CHANGE) DETAILED DISPLAY	DATE: MM/DD/YY TIME: HH:MM:SS
------------------------------------	---	----------------------------------

\*\*\* WARNING - ENTIRE DATA BASE HAS BEEN SELECTED FOR CHANGE \*\*\*

SEQUENCE NO. : 1	REQUESTING USER ID: XXXXX	REPORT- 500: N
DATE SCHEDULED: 02/14/97	PROCESS SWITCH:	NEMS- 1: N
TIME SCHEDULED: 11:36:30:6	ENTRY REFERENCE NO. : 870457008	

FIELD SELECTED FOR CHANGE: EQUIP ZIP CODE  
OLD VALUE:  
35812

NEW VALUE:  
35815

PRESS ENTER TO RETURN TO SCHEDULE MENU

#### Purpose:

The purpose of this screen is to display the detail information of a selected scheduled global change. The user has the option to cancel or postpone the scheduled global change.

#### Called From Screen:

This screen is called from the alter scheduled global change screen.

#### Calls Screens:

A. Alter scheduled global change menu

Step 1: This screen will appear with the selected information of a global change.  
Examine the data and make notes if necessary.

Step 2: The user may exit this screen by pressing the 'enter' key. The user will return to the global schedule menu.

#### Edit Criteria:

None

## TRANSACTION 62 - PROCESS GLOBAL DELETE TRANSACTION

USER-ID: XXXXX	NEMS - 62 - GLOBAL UPDATE	DATE: MM/DD/YY
PROGRAM TRN062P8	GLOBAL DELETE OF GFE BY A CONTRACTOR	TIME: HH:MM:SS
<p>THIS TRANSACTION WILL PERFORM A GLOBAL DELETE FOR ALL EQUIPMENT HELD BY A CONTRACTOR WITHIN YOUR INSTALLATION.</p>		
CONTRACTOR (ACCOUNTABLE): _____		
INSTALLATION (RECEIVING): _____		
ENTER 'C' TO CANCEL: _____		

### Purpose:

The purpose of this screen is to allow the user to enter selection criteria for a global delete.

### Called From Screen:

This screen is called from the global processing menu

### Calls Screens:

- A. The successful completion of this screen will call the global delete confirmation screen.
- B. The cancellation of this transaction will return to the global processing menu.

Step 1: Enter the contractor number for the equipment which you wish to delete.

Step 2: Enter the installation receiving the equipment.

Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

Press the 'Enter' key.

This step may be repeated as many times as necessary.



Step 4: The user may exit this screen at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

1. Contractor (accountable) must be entered
2. Installation (receiver) must be entered, and must exist on Table '252'
3. Equipment records must exist within your installation sub acct for the entered contractor.
4. Cancel must be blank or 'c'.

#### TRANSACTION 62 - GLOBAL DELETE CONFIRMATION SCREEN

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM				DATE: 10/10/97		
PROGRAM: TRN062P1		GLOBAL TRANSACTIONS SCHEDULED				TIME: 15:23:21		
PAGE 1								
SEQ NO	ENTRY-REF NO	PROCESS SWITCH	DATE SCHEDULED	USERID	QUALIFIERS 1 2 3	CHANGE NO	PRINT NEMS-1	REPORT 500
1	0872317058	P	08/19/1997	MSDMR	01	06	B	Y
			/ /					
			/ /					
			/ /					
			/ /					
			/ /					
			/ /					
			/ /					
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____ ENTER SEQUENCE NUMBER AND SELECTION: _____ (P = POSTPONE, C = CANCEL, ' ' = ON SCHEDULE, D = DETAIL DISPLAY): _								
(PRESS ENTER TO VIEW LIST AGAIN)								

Purpose:

The purpose of this screen is to allow the user to confirm the scheduling of a global delete.

Called From Screen:

This screen is called from the process global delete screen

Calls Screens:

- A. The successful completion of this screen will call the global processing menu and display the new entry reference number.

- B. The cancellation of this transaction will return to the global processing menu and indicate the transaction was canceled.

Step 1: Review the information on the screen.

Step 2: Enter 'y' to schedule the global delete, or enter 'c' to cancel the transaction.

Press the 'Enter' key.

Step 3: If error messages appear at the bottom of the screen, read the messages and correct the indicated fields.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Edit Criteria:

1. Confirmation is required and must be 'y' or 'c'.

### TRANSACTION 63 - REVERSE ADD

USER-ID: XXXXX PROGRAM TRN063P1	NEMS - 63 - REVERSE ADD (CHANGE)	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: ITEM NAME: MFG'S NAME: COST:	CUSTODIAN ACCOUNT NO: MODEL NO: SERIAL NAME:	
COST: *****		
NEMS-1 BATCH (B), ONLINE (O), OR NONE (N): * LOCAL DATA (Y): _		
ENTER 'C' TO CANCEL: _____		
<p>NOTE: ADJUSTING THE COST ABOVE \$5000 WILL CAUSE THE CAP SENS CODE TO CHANGE FROM AN 'N' TO A 'P' OR A 'Q' TO AN 'M'. ADJUSTING THE COST BELOW \$5000 WILL CHANGE A 'P' TO AN 'N' OR AN 'M' TO A 'Q'.</p>		

Purpose:

Transaction 63 is used to correct the cost of a record recently added to the Equipment File. The add transaction must exist on either the monthly or daily transaction files. After the record is updated on the equipment and transaction files, a record is written to the Daily Transaction File.

Called From Screen:

This transaction was called from the change transaction menu. The Equipment Control Number (ECN) was entered on the change transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the change transaction menu.
- B. If a 'y' is entered in the local data field, a local data screen will be supplied after all the other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field. Enter the data in all desired fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Cost:

- A. Mandatory
- B. Should reflect the new cost amount.
- C. Can contain pennies (a decimal '.' followed by two numbers).
- D. All other position must be numeric or blank.

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

NEMS-1 batch (b), online (o), or none(n):

- A. Mandatory
- B. Must be either 'b', 'o' or 'n'

Enter 'c' to cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Equipment File:

- A. Cap sens code
- B. Transaction number
- C. Entry reference number

#### **TRANSACTION 64 - LOCAL DATA UPDATE (NON REPORTABLE)**

This transaction calls the local data screen

#### **4.1.3 NEMS Equipment File Update - Delete**

##### **NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 1**

USER-ID: XXXXX PROGRAM TRN000P1	NEMS EQUIPMENT FILE UPDATE MENU	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER TRANSACTION NUMBER OR 'X' TO EXIT: _____		
ECN: _____	CUSTODIAN ACCOUNT NO: _____	(OR)
CONTRACTOR (ACCOUNTABLE): _____	(AND)	CONTRACTOR TAG NO: _____
65 TRANSFER TO ANOTHER NASA INSTALLATION		
66 TRANSFER TO OTHER GOVERNMENT AGENCY		
67 TRANSFER OF GFE TO A CONTRACTOR		
68 TRANSFER OF GFE BY A CONTRACTOR		
69 LEASE IN-RETURNED		
70 LOAN IN-RETURNED		
71 SURVEY (MISSING EQUIPMENT)		
72 DECONTROL (REMOVAL OF TAG)		
73 DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY		
74 DELETE FROM RETAG		
(MORE TRANSACTIONS ON NEXT PAGE)		

##### **NEMS EQUIPMENT FILE UPDATE - DELETE SCREEN 2**

USER-ID: XXXXX PROGRAM TRN000P1	NEMS EQUIPMENT FILE UPDATE MENU	DATE: MM/DD/YY TIME: HH:MM:SS
------------------------------------	------------------------------------	----------------------------------

ENTER TRANSACTION NUMBER OR 'X' TO EXIT: \_\_\_\_\_

ECN: \_\_\_\_\_ CUSTODIAN ACCOUNT NO: \_\_\_\_\_ (OR)  
CONTRACTOR (ACCOUNTABLE): \_\_\_\_\_ (AND) CONTRACTOR TAG NO: \_\_\_\_\_

75	BORROW IN - RETURNED
80	DISPOSAL OF NASA HELD EQUIPMENT (COND CODE MORE THAN 7) BY CUSTODIAN
81	DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR
82	DISPOSAL OF CONTRACTOR HELD EQUIPMENT (COND CODE MORE THAN 7) BY CONTR
83	DISPOSAL OF CONTRACTOR HELD EQUIPMENT BY NEMS REUTILIZATION COORD
84	REMOVAL OF EQUIPMENT FROM NEMS - REPORTED BY CONTRACTOR
85	DELETE RESULTING FROM TRADE-IN
86	TRANSFER TO REAL PROPERTY
87	DELETE RESULTING FROM CONVERSION OF LEASE TO PURCHASE
99	UPDATE LOCAL DATA ON HISTORY (NON-REPORTABLE)

#### Purpose:

This screen will allow the user to choose one of the Addition Transactions numbered 65 through 99. The transaction numbers and the corresponding transaction names are listed on one or more screens. The entire list may be viewed by scrolling (Pressing the 'ENTER' key). A more detailed explanation of each transaction may be found on subsequent pages of this document.

#### Called from Screen:

This screen was called from the NEMS Equipment File Update menu (Functions), where option 'D' was selected.

#### Called Screens:

- A. This screen can call transactions 65 through 99.
- B. The user can return to the NEMS Equipment File Update menu (Functions) by entering 'X' in the transactions number field.

#### Instruction Steps:

Step 1: Enter the Transaction number, Equipment Control Number (ECN), and the Custodian Account Number for NASA - Held Equipment

or

Enter the Transaction number, Equipment Control Number (ECN), and the Contractor (Accountable) and the Contractor Tag Number for Contractor - Held Equipment

Press the 'ENTER' key.

Step 2: If Error Messages appear at the bottom of the screen, Read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may exit the transactions at any time by entering 'X' in the transaction number field.

Press the 'ENTER' key.

#### Edit Criteria:

ECN (Equipment Control Number):

- A. Must be entered
- B. Must be one character alphanumeric then five characters numeric

Custodian Account No:

- A. Must be entered for NASA Held Equipment
- B. Must match what is currently in the record

Contractor (Accountable):

- C. Must be entered for Contractor Held equipment
- D. Must match what is currently in the record
- E. Can be entered right or left justified (stored right justified with leading spaces)

Contractor Tag No:

- A. Must be entered for Contractor Held equipment
- B. Must match what is currently in the record
- C. Can be entered right or left justified (stored right justified with leading spaces)

#### Selection Criteria:

Transaction 65 - Transfer To Another NASA Installation

- A. This transaction is for NASA held or Contractor held equipment

Transaction 66 - Transfer To Other Government Agency

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA

- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 67 - Transfer Of GFE to a Contractor

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held or Contractor held equipment

Transaction 68 - Transfer Of GFE By A Contractor

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned, leased, or borrowed out
- C. This transaction is for Contractor held equipment only

Transaction 69 - Lease In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 70 - Loaned In-Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held or Contractor held equipment

Transaction 71 - Survey (Missing Equipment)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 72 - Decontrol (Removal Of Tag)

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 73 - Deletes Resulting From Assembly/Disassembly

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not be loaned or leased into NASA
- C. The equipment must not be borrowed, loaned, leased or loan pooled out
- D. This transaction is for NASA held equipment only

Transaction 74 - Delete From Retag

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 75 - Borrow In - Returned

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be borrowed in to NASA
- C. This transaction is for NASA held equipment only

Transaction 80 - Disposal of NASA Held Equipment Transaction (Cond Code More than 7) By Custodian

- A. The record must exist on the NEMS Equipment file
- B. The equipment must not already be loaned or leased into NASA
- C. This transaction is for NASA held equipment only

Transaction 81 - Disposal of NASA Held Equipment By NEMS Reutilization Coordinator

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be loaned or leased into NASA
- C. The Cap Sens Code must be 'M' or 'P'
- D. The Condition Code must be 'S' or 'X'
- E. This transaction is for NASA held equipment only

Transaction 82 - Disposal Of Contractor Held Equipment (Cond Code More than 7) By Contractor

- A. The record must exist on the NEMS Equipment file
- B. The Condition Code must be greater than '7'
- C. This transaction is for Contractor held equipment only



Transaction 83 - Disposal Of Contractor Held Equipment By NEMS Reutilization Coordinator

- A. The record must exist on the NEMS Equipment file
- B. The equipment must be Contractor-Held
- C. The Cap Sens Code must be 'E'
- D. This transaction is for Contractor held equipment only

Transaction 84 - Removal Of Equipment From NEMS - Reported By Contractor

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for Contractor held equipment only

Transaction 85 - Delete Resulting From Trade-In

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 86 - Transfer To Real Property

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 87 - Delete - Lease To Purchase

- A. The record must exist on the NEMS Equipment file
- B. This transaction is for NASA held equipment only

Transaction 99 - Update of Local Data On History (Non-Reportable)

### 4.1.3.1 Delete Transactions

#### TRANSACTION 65 - TRANSFER TO ANOTHER NASA INSTALLATION

USER-ID: XXXXX	NEMS - 65	DATE: MM/DD/YY
PROGRAM TRN065P1	TRANSFER TO ANOTHER NASA INSTALLATION	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
DATE SHIPPED: ** ** *	INSTALLATION (RECEIVER): ****	
	LOCAL DATA (Y): Y	
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

#### Purpose:

Transaction 65 is used to delete a record from the equipment file for NASA-held equipment that is being transferred to a custodian at another installation. The record will be retired to the conveying installation's Historical File and moved to the receiving installation's Equipment File via the Suspense File. A record will also be written to both installation's Daily Transaction Files.

#### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

#### Instruction Steps:

- Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Date Shipped:

- A. Mandatory
- B. Must not be greater than current date
- C. Must be in 'yy mm dd' format

##### Installation (receiver):

- A. Mandatory
- B. Must be on Table 252

##### Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

##### Cancel:

- A. Optional
- B. Must be either 'c' or spaces

#### Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 65	DATE: MM DD: YY
PROGRAM TRN065P1	TRANSFER TO ANOTHER NASA INSTALLATION	TIME: HH: MM: SS
ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCON		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
ITEM COST: 500.00		
DATE SHIPPED: 99 0		
<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN Z000001  DISPOSAL CASE NMBR    ORG COST ACCT CODE _____  PROG COST ACCT CODE _____    PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE    ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>		
VER): 0202		
RESS ENTER TO CONTINUE OR 'C' TO CANCEL: _		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- KK. Optional
- LL. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 66 - TRANSFER TO OTHER GOVERNMENT AGENCY

USER-ID: XXXXX	NEMS - 66	DATE: MM/DD/YY
PROGRAM TRN066P1	TRANSFER TO OTHER GOVERNMENT AGENCY	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
OTHER AGENCY NO: **	LOCAL DATA (Y): Y	

PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: \_\_\_\_\_

Purpose:

Transaction 66 is used to delete a record from the Equipment File for NASA held equipment that is being transferred to another government agency. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Other Agency No:

- A. Mandatory
- B. Must be on Table 132

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

<b>USER-ID: XXXXX</b> <b>PROGRAM TRN066P1</b>	<b>NEMS - 66</b> <b>TRANSFER TO OTHER GOVERNMENT AGENCY</b>	<b>DATE: MM DD: YY</b> <b>TIME: HH: MM SS</b>
<b>ECN: Z000001</b> <b>CONTRACTOR (ACCOUN</b> <b>ITEM NAME: COMPUTE</b> <b>MFG NAME: GATEWAY</b> <b>ITEM COST: 500.00</b>	<b>CUSTODIAN ACCOUNT NO: 10018</b>	
<b>OTHER AGENCY NO: 2</b>	<div style="border: 1px solid black; padding: 5px;"> <b>EQUIP ECN Z000001</b>  <b>DISPOSAL CASE NMBR</b>    <b>ORG COST ACCT CODE</b> _____  <b>PROG COST ACCT CODE</b> _____    <b>PREVIOUS ORG COST ACCT CODE</b>  <b>PREVIOUS PROG COST ACCT CODE</b>      <b>ENTER TO CONTINUE OR 'C' TO CANCEL</b> _ </div>	

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

- Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.



Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- MM. Optional
- NN. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

#### Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

#### TRANSACTION 67 - TRANSFER OF GFE TO A CONTRACTOR

USER-ID: XXXXX	NEMS - 67	DATE: MM/DD/YY
PROGRAM TRN067P1	TRANSFER OF GFE TO A CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
ITEM COST: 600.00		
INSTALLATION (RECEIVER): ****		CONTRACTOR (RECEIVER): *****
		LOCAL DATA (Y): _
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

#### Purpose:

Transaction 67 is used to delete a record from the equipment file for NASA-held equipment that was funded by the government, and is being transferred to a contractor for use. The contractor will be responsible for the equipment and for reporting the transfer and any movement of it to NEMS. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

#### Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by '\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Installation (receiver):

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 252 as an accountable installation

Contractor (receiver):

- A. Mandatory
- B. Enter either left or right justified (stored right justified with leading spaces)

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 67	DATE: MM:DD:YY
PROGRAM: TRN067P1	TRANSFER OF GFE TO A CONTRACTOR	TIME: HH:MM:SS
ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCOU		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
ITEM COST: 500.00		
INSTALLATION (RECE		
<div style="border: 1px solid black; padding: 5px;"><p>EQUIP ECN Z000001</p><p>DISPOSAL CASE NMBR</p><p>ORG COST ACCT CODE _____</p><p>PROG COST ACCT CODE _____</p><p>PREVIOUS ORG COST ACCT CODE</p><p>PREVIOUS PROG COST ACCT CODE</p><p>ENTER TO CONTINUE OR 'C' TO CANCEL _</p></div>		
		R): 0881*****

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- OO. Optional
- PP. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

#### TRANSACTION 68 - TRANSFER OF GFE BY A CONTRACTOR

USER-ID: XXXXX	NEMS - 68	DATE: MM/DD/YY
PROGRAM TRN068P1	TRANSFER OF GFE BY A CONTRACTOR	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
INSTALLATION (RECEIVER): ****		CONTRACTOR (RECEIVER): *****
		LOCAL DATA (Y): _
PRESS ENTER TO CONTINUE OR 'C' TO CANCEL: _____		

Purpose:

Transaction 68 is used to delete a record from the Equipment File for contractor-held government furnished equipment that is being transferred to another contractor or NASA installation. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct. Instruction steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must have data entered to successfully complete the transaction and is signified by

'\*' on the screen. An optional field is one which is not necessary to complete the transaction and is signified by '\_' on the screen.

Enter data in all mandatory fields and any user desired optional fields.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Installation (receiver):

- A. Mandatory
- B. Must be numeric
- C. Must be on Table 252 as an accountable installation

##### Contractor (receiver):

- A. Optional
- B. Entered either left or right justified (stored right justified with leading spaces)

##### Local Data (y):

- A. Optional

B. Must be either 'y' or spaces

Cancel:

A. Optional

B. Must be either 'c' or spaces

Generated Fields For Historical File:

A. Transaction number

B. Entry reference number

C. Delete date

### TRANSACTION 69 - LEASE-IN RETURNED

USER-ID: XXXXX	NEMS - 69	DATE: MM/DD/YY
PROGRAM TRN069P1	LEASE IN-RETURNED	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
		LOCAL DATA (Y): _
		ENTER TO 'C' TO CANCEL: _____

Purpose:

Transaction 69 is used to delete a record from the Equipment File for leased equipment that is being returned to the lessor (a non-NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.



- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX PROGRAM TRN069P1	NEMS - 69 LEASE IN-RETURNED	DATE: MM DD: YY TIME: HH: MM SS
ECN: Q000002 CONTRACTOR (ACCOUN ITEM NAME: COMPUTE MFG NAME: GATEWAY ITEM COST: 500.00	CUSTODIAN ACCOUNT NO: 10018	
<div style="border: 1px solid black; padding: 10px; margin: 10px;"> EQUIP ECN Q000002 DISPOSAL CASE NMBR   ORG COST ACCT CODE _____  PROG COST ACCT CODE _____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE  : _____   ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>		
PRESS ENTER KEY TO DELETE THIS RECORD		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- QQ. Optional
- RR. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 70 - LOAN IN-RETURNED

USER-ID: XXXXX PROGRAM TRN070P1	NEMS - 70 LOAN IN-RETURNED	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399590 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO	CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MK15F SERIAL NO: MA1233067171	LOCAL DATA (Y): _ ENTER TO 'C' TO CANCEL: _____

### Purpose:

Transaction 70 is used to delete a record from the Equipment File for loaned equipment that is being returned to the loaner(non-NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 71 - SURVEY (MISSING EQUIPMENT)**

USER-ID: XXXXX	NEMS - 71	DATE: MM/DD/YY
PROGRAM TRN071P1	SURVEY (MISSING EQUIPMENT)	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
LOCAL DATA (Y): Y		
ENTER 'C' TO CANCEL: _____		
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 71 is used to delete a record from the Equipment File for NASA-held equipment that is missing. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX PROGRAM TRN071P1	NEMS - 71 SURVEY (MISSING EQUIPMENT)	DATE: MM DD: YY TIME: HH: MM SS
ECN: Z000002 CONTRACTOR (ACCON ITEM NAME: COMPUTE MFG NAME: GATEWAY ITEM COST: 500.00	CUSTODIAN ACCOUNT NO: 10018	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> EQUIP ECN Z000002 DISPOSAL CASE NMBR   ORG COST ACCT CODE _____  PROG COST ACCT CODE _____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE   ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>		
<div style="text-align: right; margin-top: 10px;">: _____</div>		
PRESS ENTER KEY TO DELETE THIS RECORD		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.



Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- UU. Optional
- VV. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 72 - DECONTROL (REMOVAL OF TAG)

USER-ID: XXXXX	NEMS - 72	DATE: MM/DD/YY
PROGRAM TRN072P1	DECONTROL (REMOVAL OF TAG)	TIME: HH:MM:SS
ECN: 0103445		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COPYING MACHINE, INDIRECT ELEC		MODEL NO: 1803ZMR
MFG NAME: KONISHIROKU PHOTO IND CO LTD		SERIAL NO: 9845812
ITEM COST: 2000.00		
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
PRESS ENTER KEY TO DELETE THIS RECORD		

### Purpose:

Transaction 72 is used to delete a record from the Equipment File for NASA-held equipment that is being decontrolled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX PROGRAM TRN072P1	NEMS - 72 DECONTROL (REMOVAL OF TAG)	DATE: MM DD: YY TIME: HH: MM SS
ECN: Z000002 CONTRACTOR (ACCOU ITEM NAME: COMPUTE MFG NAME: GATEWAY ITEM COST: 500.00	CUSTODIAN ACCOUNT NO: 10018	
<div style="border: 1px solid black; padding: 5px;"> EQUIP ECN Z000002 DISPOSAL CASE NMBR   ORG COST ACCT CODE _____  PROG COST ACCT CODE _____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE   : _____   ENTER TO CONTINUE OR 'C' TO CANCEL _ </div>		
PRESS ENTER KEY TO DELETE THIS RECORD		

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- SS. Optional
- TT. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

## EDIT CRITERIA:

Blank or 'X'

## Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 73 - DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY

USER-ID: XXXXX	NEMS - 73	DATE: MM/DD/YY
PROGRAM TRN073P1	DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY	TIME: HH:MM:SS
ECN: 1399167	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092630	
ITEM COST: 600.00		
LOCAL DATA (Y): Y		
ENTER 'C' TO CANCEL: _____		
PRESS ENTER KEY TO DELETE THIS RECORD		

## Purpose:

Transaction 73 is used to delete a record from the Equipment File for NASA-held equipment that is being assembled or disassembled. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

## Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

## Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 73	DATE: MM:DD:YY
PROGRAM: TRN073P1	DELETES RESULTING FROM ASSEMBLY/DISASSEMBLY	TIME: HH:MM:SS
ECN: Z000002	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCOUN		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY		
ITEM COST: 500.00		

EQUIP ECN Z000002  
DISPOSAL CASE NMBR

ORG COST ACCT CODE \_\_\_\_\_  
PROG COST ACCT CODE \_\_\_\_\_

PREVIOUS ORG COST ACCT CODE  
PREVIOUS PROG COST ACCT CODE

: \_\_\_\_\_

ENTER TO CONTINUE OR 'C' TO CANCEL \_

PRESS ENTER KEY TO DELETE THIS RECORD

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.



Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- WW. Optional
- XX. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid

location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 74 - DELETE FROM RETAG

USER-ID: XXXXX	NEMS - 74	DATE: MM/DD/YY
PROGRAM TRN074P1	DELETE FROM RETAG	TIME: HH:MM:SS
ECN: 1399855		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO		MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD		SERIAL NO: 9404080056
ITEM COST: 1671.00		
ENTER 'C' TO CANCEL: _____		
DELETE TRANSACTION 74 IS GENERATED BY ADD TRANSACTION 14 (RETAG) PRESS ENTER AND SELECT TRANSACTION 14 IF EQUIPMENT HAS BEEN RETAGGED		

#### Purpose:

Transaction 74 is generated by Transaction 14 which is used to retag equipment when the previously issued tag is physically missing. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

#### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 74 is generated by add Transaction 14 (retag).

Press enter and select Transaction 14 from the add transaction menu, if the equipment has been retagged.

#### Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 75 - BORROW IN - RETURNED

USER-ID: XXXXX	NEMS - 75	DATE: MM/DD/YY
PROGRAM TRN075P1	BORROW IN - RETURNED	TIME: HH:MM:SS
ECN: 1399855		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: COMPUTER, MICRO		MODEL NO: FTR486DX33
MFG NAME: WIN LABORATORIES LTD		SERIAL NO: 9404080056
ITEM COST: 1671.00		
		LOCAL DATA (Y): Y
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 75 is used to delete a record from the Equipment File for borrowed equipment that is being returned to the borrower (NASA entity). The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 80 - DISPOSAL OF NASA HELD EQUIPMENT  
(COND CODE MORE THAN 7) BY CUSTODIAN**

USER-ID: XXXXX PROGRAM TRN080P1	NEMS - 80 - DISPOSAL OF NASA HELD EQUIPMENT (C.C. > 7) BY CUSTODIAN	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399588 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO ITEM COST: 600.00		CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MX15F SERIAL NO: MA1233092620
CONDITION CODE: ____		LOCAL DATA (Y): Y
ENTER 'C' TO CANCEL: _____		
ENTER FIELD(S) TO BE CHANGED - MANDATORY (*) AND OPTIONAL ( )		

**Purpose:**

Transaction 80 is used to delete a record from the Equipment File for NASA held equipment that is being disposed of because the custodian has no further use for the item, and it is not in good enough condition to screen. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

**Called From Screen:**

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

**Calls Screens:**

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

**Instruction Steps:**

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Enter the required information.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

- A. Mandatory
- B. Must be on table 510
- C. Must be 8, 9, s or x

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX PROGRAM: TRN080P1	NEMS - 80 - DISPOSAL OF NASA HELD EQUIPMENT (C.C. > 7) BY CUSTODIAN	DATE: MM:DD:YY TIME: HH:MM:SS
ECN: Z000002 CONTRACTOR (ACCON ITEM NAME: COMPUTE MFG NAME: GATEWAY ITEM COST: 500.00	CUSTODIAN ACCOUNT NO: 10018	
CONDITION CODE: s	<div style="border: 1px solid black; padding: 10px;"> EQUIP ECN Z000002 DISPOSAL CASE NMBR   ORG COST ACCT CODE _____  PROG COST ACCT CODE _____   PREVIOUS ORG COST ACCT CODE  PREVIOUS PROG COST ACCT CODE   ENTER TO CONTINUE OR 'C' TO CANCEL </div>	

#### Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

#### Called From Screen:

This transaction was called from multiple transaction screens.

#### Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

#### Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- YY. Optional
- ZZ. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.



## EDIT CRITERIA:

Blank or 'X'

## Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open or inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

### TRANSACTION 81 - DISPOSAL OF NASA HELD EQUIPMENT BY NEMS REUTILIZATION COORDINATOR

USER-ID: XXXXX	NEMS - 81 - DISPOSAL OF NASA HELD EQUIPMENT	DATE: MM/DD/YY
PROGRAM TRN081P1	BY NEMS REUTILIZATION COORDINATOR	TIME: HH:MM:SS
ECN: 1399167	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233092630	
ITEM COST: 600.00		
CONDITION CODE: ____	LOCAL DATA (Y): Y	
ENTER 'C' TO CANCEL: _____		
NOTE: CAP SENS CODE MUST BE EITHER 'M' OR 'P' OR 'Q' OR 'N' (IF THE COST IS GREATER THEN OR EQUAL TO \$1000); AND THE CONDITION CODE MUST NOT BE 'S' OR 'X'.		
PRESS ENTER KEY TO DELETE THIS RECORD		

## Purpose:

Transaction 81 is used to delete a record from the equipment file for NASA-held equipment that has been screened by EVS, and is now considered excess to NASA. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

## Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

## Calls Screens:

- The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: the user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Note: Cap sens code must be 'm' or 'p' or 'q' or 'n' if cost is greater than or equal to \$500.

Condition Code:

- A. Mandatory
- B. Must be on table 510
- C. Can not be 's' or 'x' or blank

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX    NEMS - 81 - DISPOSAL OF NASA HELD EQUIPMENT    DATE: MM:DD:YY	
PROGRAM: TRN081P1    BY NEMS REUTILIZATION COORDINATOR    TIME: HH:MM:SS	
ECN: Z000002	CUSTODIAN ACCOUNT NO: 10018
CONTRACTOR (ACCOU	
ITEM NAME: COMPUTE	
MFG NAME: GATEWAY	
ITEM COST: 100500.	
CONDITION CODE: 1	
<div style="border: 1px solid black; padding: 5px;"><p>EQUIP ECN    Z000002 DISPOSAL CASE NMBR</p><p>ORG COST ACCT CODE    _____ PROG COST ACCT CODE    _____</p><p>PREVIOUS ORG COST ACCT CODE PREVIOUS PROG COST ACCT CODE</p><p>ENTER TO CONTINUE    OR 'C' TO CANCEL    _____</p></div>	
NOTE: CAP SENS 'N' (IF AND THE	: _____

Purpose:

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

Called From Screen:

This transaction was called from multiple transaction screens.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- AAA. Optional
- BBB. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

**TRANSACTION 82 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT  
(COND CODE MORE THAN 7) BY CONTRACTOR**

USER-ID: XXXXX PROGRAM TRN082P1	NEMS - 82 - DISPOSAL OF NASA HELD EQUIPMENT (C.C. > 7) BY CONTRACTOR	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399588 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO ITEM COST: 600.00		CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MX15F SERIAL NO: MA1233092620
CONDITION CODE: ____		LOCAL DATA (Y): Y
		ENTER 'C' TO CANCEL: _____

Purpose:

Transaction 82 is used to delete a record from the Equipment File for contractor-held equipment that is being disposed of by the contractor because it is not needed, and is not in good enough condition to screen. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record. A mandatory field is one which must not be blank to successfully complete the transaction and is signified by '\*' in all unused positions of the field. An optional field may be blank and is signified by '\_' in all unused positions of the field.

Enter the required data.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Condition Code:

- A. Mandatory
- B. Must be on Table 510
- C. Must be 8, 9, s or x

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional

- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

**TRANSACTION 83 - DISPOSAL OF CONTRACTOR HELD EQUIPMENT  
BY NEMS REUTILIZATION COORDINATOR**

USER-ID: XXXXX	NEMS - 83 - DISPOSAL OF CONTRACTOR HELD	DATE: MM/DD/YY
PROGRAM TRN083P1	EQUIPMENT BY NEMS REUTILIZATION COORD	TIME: HH:MM:SS
ECN: 1399588		
CONTRACTOR (ACCOUNTABLE):		
ITEM NAME: DISPLAY UNIT		
MFG NAME: MAG TECHNOLOGY CO		
CUSTODIAN ACCOUNT NO: 05376		
CONTRACTOR TAG NO:		
MODEL NO: MX15F		
SERIAL NO: MA1233092620		
LOCAL DATA (Y): Y		
ENTER 'C' TO CANCEL: _____		
NOTE: CAP SENS CODE MUST BE AN 'E'.		

Purpose:

Transaction 83 is used to delete a record from the Equipment File for contractor-held equipment that has been screened by EVS, and is now considered excess to NASA. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Note: cap sens code must be 'e'

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Condition Code:

- A. Must not be 's' or 'x' or blank

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date



## TRANSACTION 84 - REMOVAL OF EQUIPMENT FROM NEMS - REPORTED BY CONTRACTOR

USER-ID: XXXXX PROGRAM TRN084P1	NEMS - 84 - REMOVAL OF EQUIPMENT FROM NEMS REPORTED BY CONTRACTOR	DATE: MM/DD/YY TIME: HH:MM:SS
ECN: 1399588 CONTRACTOR (ACCOUNTABLE): ITEM NAME: DISPLAY UNIT MFG NAME: MAG TECHNOLOGY CO		CUSTODIAN ACCOUNT NO: 05376 CONTRACTOR TAG NO: MODEL NO: MK15F SERIAL NO: MA1233092620
		LOCAL DATA (Y): Y
		ENTER 'C' TO CANCEL: _____

### Purpose:

Transaction 84 is used to delete a record from the Equipment File for contractor-held equipment that is being removed from EVS. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

### Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

### CALLS SCREENS:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date

**TRANSACTION 85 - DELETE RESULTING FROM TRADE-IN**

USER-ID: XXXXX	NEMS - 85	DATE: MM/DD/YY
PROGRAM TRN085P1	DELETE RESULTING FROM TRADE-IN	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
LOCAL DATA (Y): Y		
ENTER 'C' TO CANCEL: _____		
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 85 is used to delete a record from the Equipment File for an item that was returned for a replacement item. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

#### Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

#### Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

#### Edit Criteria:

##### Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

##### Cancel:

- A. Optional
- B. Must be either 'c' or spaces

#### Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 85	DATE: MM:DD:YY
PROGRAM: TRN085P1	DELETE RESULTING FROM TRADE-IN	TIME: HH:MM:SS
ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCOU		
ITEM NAME: COMPUTE		
MFG NAME: GATEWAY	EQUIP ECN Z000001	
ITEM COST: 500.00	DISPOSAL CASE NMBR	

ORG COST ACCT CODE	_____
PROG COST ACCT CODE	_____
PREVIOUS ORG COST ACCT CODE	
PREVIOUS PROG COST ACCT CODE	
	: _____
ENTER TO CONTINUE OR 'C' TO CANCEL _	
PRESS ENTER KEY TO DELETE THIS RECORD	

**Purpose:**

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

**Called From Screen:**

This transaction was called from multiple transaction screens.

**Calls Screens:**

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

Instruction Steps:

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code

Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- CCC. Optional
- DDD. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

#### TRANSACTION 86 - TRANSFER TO REAL PROPERTY

USER-ID: XXXXX	NEMS - 86	DATE: MM/DD/YY
PROGRAM TRN086P1	TRANSFER TO REAL PROPERTY	TIME: HH:MM:SS
ECN: 1399590	CUSTODIAN ACCOUNT NO: 05376	
CONTRACTOR (ACCOUNTABLE):	CONTRACTOR TAG NO:	
ITEM NAME: DISPLAY UNIT	MODEL NO: MX15F	
MFG NAME: MAG TECHNOLOGY CO	SERIAL NO: MA1233067171	
ITEM COST: 600.00		
	LOCAL DATA (Y): Y	
	ENTER 'C' TO CANCEL: _____	
PRESS ENTER KEY TO DELETE THIS RECORD		

Purpose:

Transaction 86 is used to delete a record from the Equipment File. This is the "reverse 16" delete transaction. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

- A. The successful completion or cancellation of this transaction will return the user to the delete transaction menu.
- B. If the default value of the local data is not blanked out, a screen to enter the local data will be provided after all other transaction entries are correct.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

Edit Criteria:

Local Data (y):

- A. Optional
- B. Must be either 'y' or spaces

Cancel:

- A. Optional
- B. Must be either 'c' or spaces

Generated Fields For Historical File:

- A. Transaction number
- B. Entry reference number
- C. Delete date
- D. Capitalization amount

USER-ID: XXXXX	NEMS - 86	DATE: MM:DD:YY
PROGRAM: TRN086P1	TRANSFER TO REAL PROPERTY	TIME: HH:MM:SS
ECN: Z000001	CUSTODIAN ACCOUNT NO: 10018	
CONTRACTOR (ACCOUNT ITEM NAME: COMPUTE MFG NAME: GATEWAY ITEM COST: 500.00	<div><div>EQUIP ECN Z000001 DISPOSAL CASE NMNR</div><div>ORG COST ACCT CODE _____ PROG COST ACCT CODE _____</div></div>	

PREVIOUS ORG COST ACCT CODE	
PREVIOUS PROG COST ACCT CODE	
	: _____
ENTER TO CONTINUE OR 'C' TO CANCEL _	
PRESS ENTER KEY TO DELETE THIS RECORD	

**Purpose:**

The OCA/PCA screen is used for the entry of the Org Cost Acct Code and the Prog Cost Acct Code for IFM.

**Called From Screen:**

This transaction was called from multiple transaction screens.

**Calls Screens:**

The successful completion or cancellation of this transaction will return the user to the add transaction menu.

**Instruction Steps:**

Step 1: This screen may appear with selected data fields blank or with previous data already entered. Enter the information on the screen or verify that the record displayed is the correct record.

Press the 'Enter' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'Enter' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the transaction at any time prior to successful completion by entering 'c' in the cancel field.

Press the 'Enter' key.

**Edit Criteria:**

Org Cost Acct Code

- A. Mandatory
- B. Must enter Org Cost Acct Code



Prog Cost Acct Code

- A. Mandatory
- B. Must enter Prog Cost Acct Code

Enter 'c' to cancel:

- EEE. Optional
- FFF. Must be either 'c' or spaces

INSTRUCTION STEPS:

Step 1: Examine the data and make notes as necessary.

Press the 'ENTER' key.

Step 2: If error message appear at the bottom of the screen read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the ECN Selection Screen.

Press the 'ENTER' key.

EDIT CRITERIA:

Blank or 'X'

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 87 - DELETE - LEASE TO PURCHASE

USER-ID: XXXXX	NEMS - 87	DATE: MM/DD/YY
PROGRAM TRN087P1	DELETE - LEASE TO PURCHASE	TIME: HH:MM:SS
ECN: 1399590		CUSTODIAN ACCOUNT NO: 05376
CONTRACTOR (ACCOUNTABLE):		CONTRACTOR TAG NO:
ITEM NAME: DISPLAY UNIT		MODEL NO: MX15F
MFG NAME: MAG TECHNOLOGY CO		SERIAL NO: MA1233067171
ITEM COST: 600.00		

ENTER 'C' TO CANCEL: \_\_\_\_\_

DELETE TRANSACTION 87 IS GENERATED BY ADD TRANSACTION 21 (RECEIPT - LEASE TO PURCHASE), PRESS ENTER AND SELECT TRANSACTION 21

Purpose:

Transaction 87 is generated by Transaction 21 which is used to convert leased equipment to purchased equipment. The record will be retired to the Historical File and a record will be written to the Daily Transaction File.

Called From Screen:

This transaction was called from the delete transaction menu. The Equipment Control Number (ECN) was entered on the delete transaction menu.

Calls Screens:

The successful completion or cancellation of this transaction will return the user to the delete transaction menu.

Instruction Steps:

Step 1: This screen will appear with selected data fields displayed. Read the information on the screen to verify that the record displayed is the correct record.

Delete Transaction 87 is generated by add Transaction 21.

Press enter and select Transaction 21 from the add transaction menu, if the equipment has been retagged.

Edit Criteria:

None

Generated Fields For Historical File:

None

Warning Message:

If inventory is by custodian account and custodian account is open for inventory then a warning message will be displayed, 'cust-acct-no is being inventoried', 'due to this delete the inventory may not be closed'. If inventory is by grid location and grid location is open for inventory then a warning message will be displayed, 'grid location is being inventoried', 'due to this delete the inventory may not be closed'.

## TRANSACTION 99 - UPDATE LOCAL DATA ON HISTORY

USER-ID: XXXXX	NEMS - 99		DATE: MM/DD/YY	
PROGRAM TRN099P1	LOCAL DATA - HISTORY		TIME: HH:MM:SS	
ECN	SEQUENCE NO	LAST TRANS NO	DELETE DATE	ENTRY REF NO
1399590	001	65	06/17/94	0841684999
ENTER THE SEQUENCE NUMBER OR 'X' TO EXIT: _____				

### Purpose:

Transaction 99 is used to change only local data on the History File. The history record is updated, but no record is written on the Daily Transaction File.

### Called From Screen:

This transaction was called from the delete transaction menu. If only one record exists on the History File for the ECN entered on that menu, this screen will not appear and the user will be sent directly to the local data update program.

### Calls Screens:

- A. After an ECN is selected this program calls the local data update program for the history file.
- B. If an 'x' is entered, the transaction will be canceled and the user will be returned to the delete transaction menu.

## UPDATE LOCAL DATA ON HISTORY

USER- ID: XXXXX	NEMS	DATE: MM/DD/YY
PROGRAM TRNLOCP2	LOCAL DATA - HISTORY	TIME: HH: MM: SS
ECN: 1399590	HISTORY KEY: 1399590001	

**LOCAL DATA:**

\*\*\*\*\*

ENTER 'C' TO CANCEL:

**CANCEL OR NAVIGATION COMMAND WILL CAUSE LOCAL DATA  
NOT TO BE ADDED/CHANGED**

Purpose:

Additions or changes to local data on a History File record are entered here. If this screen is called from a delete transaction, the daily transaction record created by that program will be updated as well as the history record. If the screen is called from Transaction 99, only the history record is updated.

Called From Screen:

This transaction was called from the delete transaction menu, the record selection screen for Transaction 99, or the delete transaction programs if local data update is requested.

**Calls Screens:**

- A. After successful completion or cancellation, the user is returned to the delete transaction menu.

## 5. REPORT SELECTION SUBSYSTEM

## 5.1 NEMS REPORT SELECTION SUBSYSTEM

The report selection subsystem allows the user to control the processing of NEMS reports. The NEMS reports are designed to be scheduled (cyclical reports) or submitted (On-Request reports) online, then processed overnight in batch mode. If they are cyclical reports, their next effective run date is adjusted by the proper frequency. Both effective run date and frequency are established when the report is initially scheduled. With the five options of this subsystem you can accomplish the following functions:

1. List regularly scheduled reports by their frequency. These reports are scheduled to run on a predetermined frequency without user intervention. The report is listed with its frequency, next effective run date, and its distribution information.
2. Select On-Request reports. All reports in the NEMS system are listed on a series of screens. The user selects the report to be run by its report number. This will be a one time only run. If the report requires input parameters a second screen is used to capture this information. Finally, a screen displaying default distribution information is displayed; users may change this to fit their needs. If a cyclical report is selected, it does not affect the reports scheduled production timing.
3. Alter currently scheduled jobs. A screen is displayed showing all cyclical and On-Request report scheduled to run that night. The users can alter report status in any of three ways:
  - a. Postpone (p) the report so that it will run the following night. If this is a cyclical report its next production date is unaffected.
  - b. Cancel (c) the report. If it is an On-Request report it will be deleted from the list of reports scheduled to be produced. If it is a cyclical report its next effective production date will be set ahead by its previously established frequency.
  - c. Return a previously postponed, or canceled report to its scheduled execution (blank). This change can only be made prior to the nightly batch run.
4. Change regularly scheduled reports. This option allows the user to add, change or delete a regularly scheduled, cyclical report. when adding, the report must be unique on the basis of its report number, effective production date, installation (account and sub-account), and frequency. An exception is daily reports, where only one report per report number may be added regardless of the effective production date. Changing a report entails changing only the distribution data and/or effective date which is collected on a separate screen. The same data is collected when adding a report. The user can never change how a report looks. To change the effective production date and/or frequency, delete the old report, and add a new one. Regardless of which action the user wishes, the report must exist on the report number table. Reports 130 - 134 and 138 use the entered frequency value to compute the default range start date for record selection y date due. The time span a frequency represents ('1' for daily, '2' for weekly, etc.) is subtracted from the computed default range stop date. for example, the report is executed on 06/30/90. The range stop date is computed by adding 3 months on to this date giving 09/30/90. A frequency of '1' (daily) will return a start date of 09/29/90, '2' (weekly) will return 09/23/90, '4' (monthly) will return 08/30/90, '8' (annual) will return 08/30/89, etc.
5. Change standard report distribution. By report distribution it is meant: distribution (office or individual to whom operations will deliver the physical report), mail stop, number of copies, printer destination code (the actual printer which will print the report or ADOSS), report print type (either Xerox or printed hardcopy), and binding instructions, if Xerox.

As in the other NEMS subsystems, information is displayed, entered, and edited through a series of screens. Errors are displayed on the bottom two lines of the screen and the user is given as many attempts as is necessary to enter the data. If for any reason the user wishes

to leave a screen without any activity being initiated, every screen has either an exit or cancel field to allow this.

### **5.1.1 NEMS Report Selection Menu**

USER- ID: XXXXX PROGRAM RPT000P1	NEMS REPORT SELECTION MENU	DATE: MM/DD/YY TIME: HH: MM: SS
ENTER FUNCTION OR 'X' TO EXIT: _____		
1. LIST REGULARLY SCHEDULED REPORTS BY FREQUENCY		
2. SELECT ON-REQUEST REPORTS		
3. ALTER CURRENTLY SCHEDULED JOBS		
4. CHANGE REGULARLY SCHEDULED REPORTS		
5. CHANGE STANDARD REPORT DISTRIBUTION		

#### **Purpose:**

The NEMS Report Selection menu displays the report functions which the user is authorized to use.

#### **Called From Screen:**

This screen is called by the NEMS Main Menu.

#### **Calls Screen:**

At present, there are five report functions which the user may invoke. They are:

1. List regularly scheduled jobs by frequency
2. Select On-Request reports
3. Alter currently scheduled jobs
4. Change regularly scheduled reports
5. Change standard report distribution

These screens return to the NEMS Report Selection menu.

Upon completion, this screen calls the NEMS Main Menu.

#### Instruction Steps:

Step 1: The screen will appear with a list of authorized functions. Enter the number corresponding to the function you wish to perform or an 'X' to return to the NEMS Main Menu.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

#### Edit Criteria:

Valid function number or 'X'

#### **5.1.2 List Regularly Scheduled Reports By Frequency Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM RPTLSTP1	(INSTALLATION NAME)	TIME: HH:MM:SS
CYCLICAL REPORTS LISTED BY FREQUENCY		
NUMBER: 010		
NAME: DAILY TRANSACTION REGISTER (BY TRANS NO)		
FREQUENCY: DAILY		
EFFECTIVE DATE: 96/11/15		
INSTALLATION NUMBER: 0808 (INSTALLATION NAME)		
DISTRIBUTION: NEMS CONTROL		
MAIL STOP: 4471		
NUMBER OF COPIES: 1		
DESTINATION: 041		
XEROX/PRINT: PRINT		
BINDING:		
ENTER ' ' TO CONTINUE OR 'X' TO EXIT: _____		

#### Purpose:

This menu lists the regularly scheduled reports by their frequency starting with daily and proceeding through triennial. Two reports will be displayed per screen.

#### Called From Screen:

This screen is called by the NEMS Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.



#### Instruction Steps:

Step 1: A screen will appear with one cyclical report. To continue to view reports, leave the exit field blank. The listing of reports will start over after all the reports have been shown. To return to the NEMS Report Selection menu, place an 'X' in the exit field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

#### Edit Criteria:

Blank or 'X'

### **5.1.3 NEMS On-Request Report Selection Menu**

USER-ID: XXXXX PROGRAM RPTSELP1	NEMS ON-REQUEST REPORT SELECTION MENU	DATE: MM/DD/YY TIME: HH:MM:SS
------------------------------------	--	----------------------------------

ENTER REPORT NUMBER OR 'X' TO EXIT: \_\_\_\_\_

007 DAILY TRANSACTION REPORT BY ENTRY REFERENCE NO \*MSFC\*  
008 DAILY TRANSACTION REPORT FOR USER ID \*MSFC\*  
010 DAILY TRANSACTION REGISTER (BY TRANS NO)  
011 DAILY TRANSACTION REGISTER (BY TRANS NO EXPLODED)  
012 DAILY TRANSACTION REGISTER (BY ECN)  
013 DAILY TRANSACTION REGISTER (BY ENTRY REF NO)  
015 NEMS ITEM NAME VALIDATION REPORT  
020 CUSTODIAN MONTHLY TRANSACTION REPORT  
030 MONTHLY/ANNUAL TRANSACTION STATISTICAL SUMMARY  
110 MANUFACTURER'S CODE XXXXX SUSPENSE REPORT  
120 PROPERTY LOCATION REPORT  
130 LOANED (IN) EQUIPMENT EXPIRATION REPORT  
131 LOANED (OUT) EQUIPMENT EXPIRATION REPORT

(MORE REPORTS ON NEXT PAGE)

#### Purpose:

This menu lists all the On-Request Reports in the NEMS system in report number order, thirteen per screen.

#### Called From Screen:

This screen is called by the NEMS Report Selection menu, and by either the NEMS Report Distribution Information screen or a report selection criteria screen.

#### Calls Screen:

1. This screen calls the NEMS Report Distribution Information screen, or a Report Selection Criteria screen if the report needs selection criteria.
2. Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: Select the report you wish to submit for overnight processing. The report number entered does not have to be on the screen being viewed, it need only be a valid report number. If there are other screens to be viewed, leave the report number field blank. To return to the NEMS Report Selection menu, place an 'X' in the report number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

A valid report number, blank, or 'X'

**5.1.4 NEMS Report 020 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM020P1	MARSHALL SPACE FLIGHT CENTER	TIME: 09:25:21
CUSTODIAN MONTHLY TRANSACTION REPORT		
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
BEGINNING CUSTODIAN NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN NUMBER: _____	(DEFAULT IS '999999')	
BEGINNING DATE: _____	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)	
ENDING DATE: _____	(DEFAULT IS '2025 12 31' (YYYY MM DD) FORMAT)	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters which ever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

##### Custodian Number

- a. Beginning value must be less than or equal to the ending value

##### Beginning Date

- a. Must be numeric
- b. Must be in (YYYY MM DD) format

##### Ending Date

- a. Must be numeric
- b. Must be in (YYYY MM DD) format

- c. Ending date must not be less than beginning date

Cancel Field:

- a. 'C' or blank

#### **5.1.5 NEMS Report 120 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM120P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
PROPERTY LOCATION REPORT		
BEGINNING EQUIPMENT ZIP CODE: _____	(DEFAULT IS ' A')	
ENDING EQUIPMENT ZIP CODE: _____	(DEFAULT IS '99999')	
BEGINNING EQUIPMENT BUILDING: _____	(DEFAULT IS ' A')	
ENDING EQUIPMENT BUILDING: _____	(DEFAULT IS '999999999')	
BEGINNING CUSTODIAN NUMBER: _____	(DEFAULT IS ' A')	
ENDING CUSTODIAN NUMBER: _____	(DEFAULT IS '999999')	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### Equipment Zip Code

- a. Beginning value must be less than or equal to the ending value.

##### Equipment Building

- a. Beginning value must be less than or equal to the ending value.

##### Custodian Number

- a. Beginning value must be less than or equal to the ending value.

##### Cancel Field:

- a. 'C' or blank

#### **5.1.6 NEMS Report 130 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM130P1	MARSHALL SPACE FLIGHT CENTER	TIME: 09:36:28
LOANED (IN) EQUIPMENT EXPIRATION REPORT		
BEGINNING DATE DUE:	<input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:	<input type="text"/>	(DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

#### **5.1.7 NEMS Report 131 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM131P1		TIME: 09:40:53
MARSHALL SPACE FLIGHT CENTER		
LOANED (OUT) EQUIPMENT EXPIRATION REPORT		
BEGINNING DATE DUE:	<input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:	<input type="text"/>	(DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

#### **5.1.8 NEMS Report 132 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM132P1	MARSHALL SPACE FLIGHT CENTER	TIME: 12:06:28
LEASED (IN) EQUIPMENT RETURN CANDIDATE LIST		
BEGINNING DATE DUE:	____	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:	____	(DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:



This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

##### Cancel Field:

- a. 'C' or blank

### 5.1.9 NEMS Report 133 Selection Criteria Screen

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM133P1	MARSHALL SPACE FLIGHT CENTER	TIME: 12: 12: 40
LEASED (OUT) EQUIPMENT RETURN CANDIDATE LIST		
BEGINNING DATE DUE: <input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)	
ENDING DATE DUE: <input type="text"/>	(DEFAULT IS '1998 01 11' (YYYY MM DD) FORMAT)	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

- a. Date Due
- b. Must be numeric
- c. Must be in the format 'YYYY MM DD'

Beginning value must be less than or equal to the ending value.

#### Cancel Field:

- a. 'C' or blank

### 5.1.10 NEMS Report 134 Selection Criteria Screen

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM134P1	MARSHALL SPACE FLIGHT CENTER	TIME: 12: 17: 54
BORROWED EQUIPMENT RETURN CANDIDATE LIST		
BEGINNING DATE DUE: <input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)	
ENDING DATE DUE: <input type="text"/>	(DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

#### **5.1.11 NEMS Report 138 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM138P1	MARSHALL SPACE FLIGHT CENTER	TIME: 12:24:43
STORAGE (IN) EQUIPMENT EXPIRATION REPORT		
BEGINNING DATE DUE:	<input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FORMAT)
ENDING DATE DUE:	<input type="text"/>	(DEFAULT IS '1998 01 12' (YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: <input type="text"/>		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

### 5.1.12 NEMS Report 140 Selection Criteria Screen

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM140P1	(INSTALLATION NAME)	TIME: HH:MM:SS
CUSTODIAN ACCOUNT PROPERTY REPORT (BY CAP SENS CODE)		
BEGINNING CAPITAL/SENSITIVE CODE: _	(DEFAULT IS 'A')	
ENDING CAPITAL/SENSITIVE CODE: _	(DEFAULT IS '9')	
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
BEGINNING CUSTODIAN NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN NUMBER: _____	(DEFAULT IS '999999')	
BEGINNING ECN: _____	(DEFAULT IS 'A000000')	
ENDING ECN: _____	(DEFAULT IS '9999999')	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

- a. Beginning value must be less than or equal to the ending value

Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

Custodian Number

- a. Beginning value must be less than or equal to the ending value

ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

### **5.1.13 NEMS Report 141 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM141P1	(INSTALLATION NAME)	TIME: HH:MM:SS
CUSTODIAN ACCOUNT PROPERTY REPORT (BY ECN)		
BEGINNING CAPITAL/SENSITIVE CODE:	_____	(DEFAULT IS 'A')
ENDING CAPITAL/SENSITIVE CODE:	_____	(DEFAULT IS '9')
BEGINNING CUSTODIAN ACCOUNT NUMBER:	_____	(DEFAULT IS 'A')
ENDING CUSTODIAN ACCOUNT NUMBER:	_____	(DEFAULT IS '99999')
BEGINNING CUSTODIAN NUMBER:	_____	(DEFAULT IS 'A')
ENDING CUSTODIAN NUMBER:	_____	(DEFAULT IS '999999')
BEGINNING ECN:	_____	(DEFAULT IS 'A000000')
ENDING ECN:	_____	(DEFAULT IS '9999999')
ENTER 'C' TO CANCEL: _____		



Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS report distribution information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges. If only beginning value is entered in the Custodian Account Number and Custodian Number fields and the ending values are left blank, then the ending value is defaulted to the value in the beginning value fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Capital/Sensitive Code

- a. Beginning value must be less than or equal to the ending value

Custodian Account Number

- a. Beginning value must be less than or equal to the ending value

Custodian Number

- a. Beginning value must be less than or equal to the ending value

ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

**5.1.14 NEMS Report 150 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM150P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
MONTHLY CUSTODIAN ACCOUNT PROPERTY STATISTICAL SUMMARY		
BEGINNING CUSTODIAN NUMBER:	_____	(DEFAULT IS 'A')
ENDING CUSTODIAN NUMBER:	_____	(DEFAULT IS '999999')
BEGINNING ECN:	_____	(DEFAULT IS 'A000000')
ENDING ECN:	_____	(DEFAULT IS '9999999')
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### Custodian Number

- a. Beginning value must be less than or equal to the ending value

##### ECN

- a. First character must be an alphanumeric value and the last five characters must be numeric
- b. Beginning value must be less than or equal to the ending value

##### Cancel Field:

- a. 'C' or blank

### **5.1.15 NEMS Report 170 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM170P1	MARSHALL SPACE FLIGHT CENTER	TIME: 12: 56: 10
ITEMS FOUND ON STATION REPORT		
BEGINNING DATE INSTALLATION ACQUIRED: _____	(DEFAULT IS '1997 04 14'	(YYYY MM DD) FORMAT)
ENDING DATE INSTALLATION ACQUIRED: _____	(DEFAULT IS '1997 10 14'	(YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: _____		

#### **Purpose:**

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Installation Acquired

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

#### **5.1.16 NEMS Report 171 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM171P1	MARSHALL SPACE FLIGHT CENTER	TIME: 13:46:43
ITEMS SURVEYED REPORT		
BEGINNING DATE DELETED:	<input type="text"/>	(DEFAULT IS '1997 07 14' (YYYY MM DD) FORMAT)
ENDING DATE DELETED:	<input type="text"/>	(DEFAULT IS '1997 10 14' (YYYY MM DD) FORMAT)
ENTER 'C' TO CANCEL: <input type="text"/>		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Deleted

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

### 5.1.17 NEMS Report 200 Selection Criteria Screen

USER-ID: XXXXX PROGRAM PRM200P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY EQ TYPE)		
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '9999999')	
BEGINNING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '0000')	
ENDING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '9999')	
BEGINNING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '00')	
ENDING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '99')	
BEGINNING EQUIPMENT ZIP CODE: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT ZIP CODE: _____	(DEFAULT IS '99999')	
BEGINNING EQUIPMENT BUILDING: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT BUILDING: _____	(DEFAULT IS '999999999')	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank



### 5.1.18 NEMS Report 201 Selection Criteria Screen

USER-ID: XXXXX PROGRAM PRM201P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY ACQ DOC CN)		
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '9999999')	
BEGINNING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '0000')	
ENDING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '9999')	
BEGINNING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '00')	
ENDING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '99')	
BEGINNING EQUIPMENT ZIP CODE: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT ZIP CODE: _____	(DEFAULT IS '99999')	
BEGINNING EQUIPMENT BUILDING: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT BUILDING: _____	(DEFAULT IS '999999999')	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

### 5.1.19 NEMS Report 202 Selection Criteria Screen

USER-ID: XXXXX PROGRAM PRM202P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
CAPITAL EQUIPMENT TYPE ACCOUNT REPORT (BY FSG)		
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '9999999')	
BEGINNING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '0000')	
ENDING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '9999')	
BEGINNING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '00')	
ENDING FEDERAL SUPPLY GROUP: _____	(DEFAULT IS '99')	
BEGINNING EQUIPMENT ZIP CODE: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT ZIP CODE: _____	(DEFAULT IS '99999')	
BEGINNING EQUIPMENT BUILDING: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT BUILDING: _____	(DEFAULT IS '999999999')	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code

- a. Beginning value must be less than or equal to the ending value

Equipment Type Account

- a. Must be numeric
- b. Beginning value must be less than or equal to the ending value

Federal Supply Group

- a. Beginning value must be less than or equal to the ending value

Equipment Zip Code:

- a. Beginning value must be less than or equal to the ending value

Equipment Building:

- a. Beginning value must be less than or equal to the ending value

Cancel Field:

- a. 'C' or blank

### **5.1.20 NEMS Report 310 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM310P1	MARSHALL SPACE FLIGHT CENTER	TIME: 14:04:29
EQUIPMENT LOSS RATE REPORT		
BEGINNING DATE:	<input type="text"/>	(DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)
ENDING DATE:	<input type="text"/>	(DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)
ENTER 'C' TO CANCEL: _____		

#### **Purpose:**

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

#### **5.1.21 NEMS Report 320 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM320P1	MARSHALL SPACE FLIGHT CENTER	TIME: 14:09:08
FOUND ON STATION (FOS) RATE REPORT		
BEGINNING DATE:	____ (DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)	
ENDING DATE:	____ (DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

- a. 'C' or blank

### **5.1.22 NEMS Report 330 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: 10/14/97
PROGRAM PRM330P1	MARSHALL SPACE FLIGHT CENTER	TIME: 14: 14: 55
INVENTORY DISCREPANCY RATE REPORT		
BEGINNING DATE:	(DEFAULT IS '1926 01 01' (YYYY MM DD) FRMT)	
ENDING DATE:	(DEFAULT IS '2025 12 31' (YYYY MM DD) FRMT)	
ENTER 'C' TO CANCEL: _____		

#### **Purpose:**

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.



Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Date Due

- a. Must be numeric
- b. Must be in the format 'YYYY MM DD'
- c. Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

### **5.1.23 NEMS Report 400 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM400P1	(INSTALLATION NAME)	TIME: HH:MM:SS
SEMI-ANNUAL FINANCIAL RECONCILIATION SUMMARY		
BEGINNING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '0000')	
ENDING EQUIPMENT TYPE ACCOUNT: _____	(DEFAULT IS '9999')	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Equipment Type Account

Must be numeric

Beginning value must be less than or equal to the ending value.

Cancel Field:

'C' or blank

**5.1.24 NEMS Report 500 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM500P1	(INSTALLATION NAME)	TIME: HH: MM: SS
DETAIL ITEM LIST (SINGLE RECORD)		
ECN: _____ (NO DEFAULT)		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: Enter the ECN you wish to view.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

Mandatory

First character must be alphanumeric the last five characters must be numeric

Cancel Field:

- a. 'C' or blank

### **5.1.25 NEMS Report 501 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM501P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH: MM: SS
DETAIL ITEM LIST (RANGE OF RECORDS)		
BEGINNING ECN: _____	(DEFAULT IS 'A000000')	
ENDING ECN: _____	(DEFAULT IS '9999999')	
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '9999999')	
BEGINNING EQUIPMENT BUILDING: _____	(DEFAULT IS 'A')	
ENDING EQUIPMENT BUILDING: _____	(DEFAULT IS '9999999999')	
ENTER 'C' TO CANCEL: _____		
(SORT SELECTION ON NEXT PAGE)		

#### **Purpose:**

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

- A. Optional
- B. First character must be alphanumeric the last five characters must be numeric
- C. Beginning value must be less than or equal to the ending value

Custodian Account Number

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Custodian Organization Code

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Equipment Building

- A. Optional
- B. Beginning value must be less than or equal to the ending value

Cancel Field:

- A. 'C' or blank

### 5.1.26 NEMS Report 602 Selection Criteria Screen

USER-ID: XXXXX PROGRAM PRM602P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
<b>ORGANIZATION PROPERTY REPORT SUMMARY</b>		
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '9999999')	
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
BEGINNING INSTALLATION: _____	(DEFAULT IS '00')	
ENDING INSTALLATION: _____	(DEFAULT IS '99')	
ENTER 'C' TO CANCEL: _____		

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A. Beginning value must be less than or equal to the ending value

Custodian Account Number:

A. Beginning value must be less than or equal to the ending value

Installation

A. Must be numeric

B. Must be a valid value on the installation table as a an installation number (sub-station)

C. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

#### **5.1.27 NEMS Report 720 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM720P1	(INSTALLATION NAME)	TIME: HH:MM:SS
EQUIPMENT UTILIZATION REVIEW (EVS) REPORT		
BEGINNING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ORGANIZATION CODE: _____	(DEFAULT IS '999999')	
BEGINNING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN ACCOUNT NUMBER: _____	(DEFAULT IS '99999')	
BEGINNING CUSTODIAN NUMBER: _____	(DEFAULT IS 'A')	
ENDING CUSTODIAN NUMBER: _____	(DEFAULT IS '999999')	
ENTER 'C' TO CANCEL: _____		

Purpose:



This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Custodian Organization Code:

A. Beginning value must be less than or equal to the ending value

Custodian Account Number:

A. Beginning value must be less than or equal to the ending value

Custodian Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

### **5.1.28 NEMS Report 730 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM730P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
ANNUAL CONTRACTOR HELD EQUIPMENT VERIFICATION LIST (EVS)		
BEGINNING CONTRACTOR ACCOUNTABLE: _____	(DEFAULT IS 'A')	
ENDING CONTRACTOR ACCOUNTABLE: _____	(DEFAULT IS '999999999')	
BEGINNING CONTRACTOR TAG NUMBER: _____	(DEFAULT IS 'A')	
ENDING CONTRACTOR TAG NUMBER: _____	(DEFAULT IS '999999999999')	
ENTER 'C' TO CANCEL: _____		

#### **Purpose:**

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A. Beginning value must be less than or equal to the ending value

Contractor Tag Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

#### **5.1.29 NEMS Report 731 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM731P1	(INSTALLATION NAME)	TIME: HH:MM:SS
CONTRACTOR HELD EQUIPMENT (GE \$1000) VERIFICATION LIST (EVS)		
BEGINNING CONTRACTOR ACCOUNTABLE: _____	(DEFAULT IS 'A')	
ENDING CONTRACTOR ACCOUNTABLE: _____	(DEFAULT IS '999999999')	
BEGINNING CONTRACTOR TAG NUMBER: _____	(DEFAULT IS 'A')	
ENDING CONTRACTOR TAG NUMBER: _____	(DEFAULT IS '9999999999999')	
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Contractor Accountable

A. Beginning value must be less than or equal to the ending value

Contractor Tag Number

A. Beginning value must be less than or equal to the ending value

Cancel Field:

A. 'C' or blank

**5.1.30 NEMS Report 780 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM780P1	(INSTALLATION NAME)	TIME: HH: MM: SS
LOANED OUT EQUIPMENT VERIFICATION LIST		
LOAN/LEASE DOCUMENT NUMBER: _____	MANDATORY - NO DEFAULT	
EQUIPMENT BUILDING: _____	OPTIONAL	
ENTER ' C ' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, there are no default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed, and the user enters the desired values. There are no default values for the selection fields. A value for loan/lease document number must be entered. Entering a value for equipment building is optional (i.e. this field may be left blank and will not be used as a selection criterion if blank).

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Loan/Lease Document Number:

- A. Mandatory - must be entered.
- B. Records must exist in the Equipment File with the loan/lease document number specified.

Equipment Building:

- A. Optional - if left blank it will not be used as a selection criterion - there is no default value.
- B. If entered, records must exist in the Equipment File with the loan/lease document number and equipment building specified.

Cancel Field:

A. 'C' or blank

### **5.1.31 NEMS Report 810 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM				DATE: MM/DD/YY
PROGRAM PRM810P1	(INSTALLATION NAME)				TIME: HH:MM:SS
DD-1342 DOD PROPERTY RECORD					
ECN: _____	(NO DEFAULT)				
ADDITIONAL ECNS:	_____	_____	_____	_____	_____
(MAY BE BLANK)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
ENTER 'C' TO CANCEL: _____					

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: Fields for up to 26 ECN's are displayed. The first ECN field must be entered. The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### ECN

A. First character must be alphanumeric and the last five characters must be numeric

#### Cancel Field:

A. 'C' or blank



### 5.1.32 NEMS Report 830 Selection Criteria Screen

USER-ID: XXXXX PROGRAM PRM830P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME) NEMS- 1 (BY ECN)				DATE: MM/DD/YY TIME: HH: MM: SS
ECN: _____	(NO DEFAULT)				
ADDITIONAL ECNS:	_____	_____	_____	_____	_____
(MAY BE BLANK)	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
ENTER ' C ' TO CANCEL: _____					

#### Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters whichever values are required. The report will be produced based on the values entered, or the default values.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### Instruction Steps:

Step 1: Fields for up to 26 ECN's are displayed. The first ECN field must be entered. The remaining 25 ECN fields may be entered in any order.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

ECN

A. First character must be alphanumeric and the last five characters must be numeric

Cancel Field:

A. 'C' or blank

### **5.1.33 NEMS Report 900 Selection Criteria Screen**

USER-ID: XXXXX	NASA EQUIPMENT MANAGEMENT SYSTEM	DATE: MM/DD/YY
PROGRAM PRM00P1	(INSTALLATION NAME)	TIME: HH:MM:SS
ITEMS HELD IN STORAGE LIST		
BEGINNING MONTHS HELD IN STORAGE: ____ (DEFAULT IS '000')		
ENDING MONTHS HELD IN STORAGE: ____ (DEFAULT IS '999')		
ENTER 'C' TO CANCEL: _____		

Purpose:

This screen displays the fields which are the basis of selecting records to be used in the report. The user enters the required values. The report will be produced based on the values entered, or the default values.

Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Month

- A. Must be numeric
- B. Beginning value must be less than or equal to the ending value

Cancel Field:

- A. 'C' or blank



Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Distribution Information screen.

Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A. '1', '2', or 'X'

Installation Sub Account

A. Beginning value must be less than or equal to the ending value

B. Range for one sort selection cannot be specified if the opposite sort is selected.

Custodian Account Number

A. Beginning value must be less than or equal to the ending value

B. Range cannot be specified if the custodian name selection is specified.

Custodian Name

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the custodian account selection is specified.

### **5.1.35 NEMS Report 920 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM920P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME) USER TABLE REPORT	DATE: MM/DD/YY TIME: HH:MM:SS
------------------------------------	--	----------------------------------

ENTER SELECTION OR 'X' TO EXIT: \_\_\_\_\_

1. BEGINNING INSTALLATION SUB ACCT AND USER NUMBER: \_\_\_\_\_  
 (DEFAULT IS '—' '—')  
 ENDING INSTALLATION SUB ACCT AND USER NUMBER: \_\_\_\_\_  
 (DEFAULT IS '99' '999999')
2. BEGINNING INSTALLATION SUB ACCT: \_\_\_\_\_  
 (DEFAULT IS '—')  
 USER NAME: \_\_\_\_\_  
 (DEFAULT IS '—')  
 ENDING INSTALLATION SUB ACCT: \_\_\_\_\_  
 (DEFAULT IS '99')  
 USER NAME: \_\_\_\_\_  
 (DEFAULT IS '999999999999999999999999999999')

#### **Purpose:**

This screen displays the fields which are the basis of selecting and sorting records used in the report. The user selects the criteria he would like to use to create the report, then enters the range of values for those criteria. The report will be produced based on the criteria selected and the entered values.

#### **Called From Screen:**

This screen is called by the NEMS On-Request Report Selection menu.

#### **Calls Screen:**

Upon completion, this screen calls the NEMS Report Distribution Information screen.

#### **Instruction Steps:**

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Selection Field:

A. '1', '2', or 'X'

Installation Sub Account

- A. Beginning value must be less than or equal to the ending value
- B. Range for one sort selection cannot be specified if the opposite sort is selected.

User number

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the user name selection is specified.

User Name

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the user number selection is specified.

### **5.1.36 NEMS Report 930 Selection Criteria Screen**

USER-ID: XXXXX PROGRAM PRM930P1	NASA EQUIPMENT MANAGEMENT SYSTEM (INSTALLATION NAME)  BUILDING NUMBER TABLE REPORT  ENTER SELECTION OR 'X' TO EXIT: _____	DATE: MM/DD/YY TIME: HH:MM:SS
 1. BEGINNING BUILDING NUMBER: _____ (DEFAULT IS ' ') ENDING BUILDING NUMBER: _____ (DEFAULT IS '999999999')		
 2. BEGINNING BUILDING NAME: _____ (DEFAULT IS ' ') ENDING BUILDING NAME: _____ (DEFAULT IS '9999999999999999999')		

#### **Purpose:**

This screen displays the fields which are the basis of selecting and sorting records used in the report. The user selects the criteria he would like to use to create the report, then enters the range of values for that criteria. The report will be produced based on the criteria selected and the entered values.



#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu.

#### Calls Screen:

Upon completion, this screen calls the NEMS report distribution on information screen.

#### Instruction Steps:

Step 1: The selection fields are displayed with their default values. The user enters the desired values, or leaves the fields blank, which will cause the default values to be used in report selection. Either default can be used in conjunction with an entered value or both defaults may be used. To select a single value for a field, enter that value in both the beginning and ending ranges.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'X' in the selection field. The user will return to the NEMS On-Request Report Selection menu.

#### Edit Criteria:

##### Selection Field:

- A. '1', '2', or 'X'

##### Building Number

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the building name selection is specified.

##### Building Name:

- A. Beginning value must be less than or equal to the ending value
- B. Range cannot be specified if the building number selection is specified.

### 5.1.37 NEMS Report Distribution Information Screen

USER-ID: XXXXX	NEMS	DATE: 10/14/97
PROGRAM RPTSELP2	REPORT DISTRIBUTION INFORMATION	TIME: 14: 25: 12
EFFECTIVE DATE (YYYY MM DD): 1997 10 14		
INSTALLATION NUMBER: 0808 MARSHALL SPACE FLIGHT CENTER		
DISTRIBUTION: X_____		
MAIL STOP: 4471_____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _____		
G - GLUE BOUND	U - UNBOUND	
S - STAPLED	V - VELOBOUND	ENTER 'C' TO CANCEL: _____

#### Purpose:

This screen lists the default Report Distribution Information. The user may modify it as their needs require. This distribution information will be used for this run only; the default information is unaffected.

#### Called From Screen:

This screen is called by the NEMS On-Request Report Selection menu or by a report selection criteria screen.

#### Calls Screen:

Upon completion, this screen calls the NEMS On-Request Report Selection menu.

#### Instruction Steps:

Step 1: The default Report Distribution Information will be displayed on the screen. Change whichever fields do not meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many time as necessary.

Step 3: The user may cancel the submission at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS On-Request Report Selection menu.

Press the 'ENTER' key.

#### Edit Criteria:

##### Effective Date:

- A. Mandatory
- B. Must be numeric
- C. Must be in format 'YYYY MM DD'
- D. Must be greater than or equal to the current date

##### Distribution:

- A. Mandatory
- B. No further edits

##### Mail Stop:

- A. Mandatory

B. No further edits

Number of Copies:

A. Mandatory

B. Must be numeric between 1 and 99

Printer Destination Code:

A. Mandatory

B. No further edits

Report Print Type:

A. Mandatory

B. Must be 'X' or 'p'

Binding Instructions:

A. Mandatory if report print type is 'X'

B. If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'

C. If report print type is 'p', then a binding instruction may not be entered.

#### **5.1.38 Alter Currently Scheduled Jobs Menu**

USER-ID: XXXXX		NASA EQUIPMENT MANAGEMENT SYSTEM				DATE: MM/DD/YY	
PROGRAM RPTSUBP1		(INSTALLATION NAME)				TIME: HH:MM:SS	
JOBS SCHEDULED TO RUN TONIGHT							
SEQ	RPT	EFF DATE	STATUS	COPIES	DISTRIBUTION	FREQUENCY	
1	010	96/11/15		1	A43	DAILY	
2	010	96/11/15		1	NEMS CONTROL	DAILY	
3	020	96/11/25		1	MELYNDA PONDER	REQUESTED BY MSMEP	
4	141	97/01/22		1	NEMS CONTROL	REQUESTED BY MSKDW	
5	141	97/01/22	C	1	NEMS CONTROL	REQUESTED BY MSKDW	
6	141	97/01/22	C	1	NEMS CONTROL	REQUESTED BY MSKDW	
7	141	97/01/22	C	1	NEMS CONTROL	REQUESTED BY MSKDW	
8	110	97/01/29		1	NEMS CONTROL	REQUESTED BY MSKDW	
9	130	97/01/29		1	NEMS CONTROL	REQUESTED BY MSKDW	
10	131	97/01/29		1	NEMS CONTROL	REQUESTED BY MSKDW	

ENTER ' ' TO CONTINUE OR 'X' TO EXIT: \_\_\_\_\_

ENTER SEQ. NUMBER: \_\_\_\_ AND NEW STATUS (P=POSTPONE, C=CANCEL, ' '=ON SCHEDULE) \_

(MORE REPORTS ON NEXT PAGE)

Purpose:

This screen lists all the jobs scheduled to run during the night. Identifying information such as effective date, status, number of copies, distribution, and frequency is displayed for each job. Each job and its information is displayed on one line, with maximum of ten per screen. Output may span more than one screen.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: Information concerning all jobs scheduled to run that night is displayed on the screen. Any of the jobs may be postponed, canceled, or placed on schedule by entering the report sequence number and the new status in the appropriate input fields.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may exit the screen at any time by entering an 'X' in the exit field. The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Exit Field:

A. 'X' or blank

Sequence Number:

A. Mandatory

B. Must be in the range of the report sequence numbers

New Status Field:

A. Must be blank, 'p' or 'C'

1. Blank - Rescheduled to run tonight

2. 'C' - Cancel job

3. 'p' - Postpone job until tomorrow

### **5.1.39 NEMS Regularly Scheduled Reports Screen 1**

USER-ID: XXXXX	NEMS REGULARLY SCHEDULED REPORTS	DATE: 10/14/97
PROGRAM RPTCHGP1		TIME: 14:49:37
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____		
REPORT NUMBER: _____		
EFFECTIVE DATE (YYYY MM DD): _____		
INSTALLATION NUMBER: 0808 MARSHALL SPACE FLIGHT CENTER		
FREQUENCY: _____		
<ol style="list-style-type: none"><li>1. DAILY (1 DAY)</li><li>2. WEEKLY (7 DAYS)</li><li>3. BI-WEEKLY (14 DAYS)</li><li>4. MONTHLY (1 MONTH ANNIVERSARY)</li><li>5. QUARTERLY (3 MONTH ANNIVERSARY)</li><li>6. TRIMESTER (4 MONTH ANNIVERSARY)</li><li>7. SEMI ANNUAL (6 MONTH ANNIVERSARY)</li><li>8. ANNUAL (1 YEAR ANNIVERSARY)</li><li>9. BIENNIAL (2 YEAR ANNIVERSARY)</li><li>10. TRIENNIAL (3 YEAR ANNIVERSARY)</li></ol>		

#### **Purpose:**

This screen is the first of two screens used to add, change or delete regularly scheduled reports. This screen captures the information necessary to either find the report, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of Report Distribution Information.

#### **Called From Screen:**

This screen is called by the NEMS Report Selection menu.

#### **Calls Screen:**

1. This screen calls the second NEMS regularly scheduled reports distribution screen.
2. Upon completion, this screen calls the NEMS Report Selection menu.

#### **Instruction Steps:**

Step 1: A screen is displayed with areas for entering the function, report number, effective date, start and stop installation (which will default to the user's installation and sub-installation), and frequency. Enter the desired information. To return to the NEMS Report Selection menu, place and 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Edit Criteria:

Function:

- A. Mandatory
- B. Must be 'a', 'C', 'd', or 'X'

Report Number:

- A. Mandatory
- B. Must be a unique value on the report number table

Effective Date:

- A. Mandatory
- B. Must be numeric
- C. Must be in 'YYYY MM DD' format
- D. Must be greater than or equal to the current date

Installation Number From:

- A. Mandatory]
- B. Must be four positions
- C. Must be numeric
- D. Must be valid installation from Table 252.

Installation Number To:

- A. Mandatory
- B. Must be four positions
- C. Must be numeric
- D. Must be valid installation from Table 252.

Frequency:

- A. Mandatory
- B. Must be numeric

C. Must be in the range 1 - 10

#### **5.1.40 NEMS Regularly Scheduled Reports Screen 2**

USER-ID: XXXXX	NEMS REGULARLY SCHEDULED REPORTS	DATE: 10/14/97
PROGRAM RPTCHGP1		TIME: 15:01:10
FUNCTION (A=ADD, C=CHANGE, D=DELETE): A		
REPORT NUMBER: 330		
INSTALLATION NUMBER: 0808 MARSHALL SPACE FLIGHT CENTER		
FREQUENCY: QUARTERLY		
EFFECTIVE DATE(YYYY MM DD): 1997 10 14		
DISTRIBUTION: _____		
MAIL STOP: _____		
NUMBER OF COPIES: _____		
PRINTER DESTINATION CODE: _____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): _		
BINDING INSTRUCTIONS (IF XEROX): _		
G - GLUE BOUND                      U - UNBOUND		
S - STAPLED                         V - VELOBOUND		
ENTER 'C' TO CANCEL: _		
ENTER FIELD(S) TO BE ADDED		

Purpose:

This screen is the second of two screens used to add, change or delete regularly scheduled reports. This screen is used to enter distribution information concerning the report.



#### Called From Screen:

This screen is called by the first NEMS regularly scheduled reports screen.

#### Calls Screen:

Upon completion, this screen calls the first NEMS regularly scheduled reports screen.

#### Instruction Steps:

Step 1: A screen with the previously entered function, start and stop installations, report number, effective date, and frequency will be displayed. With the exception of effective date, these fields are protected. Blank fields will be provided to enter distribution information. Enter the necessary information in the fields provided.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the first NEMS regularly scheduled reports screen.

Press the 'ENTER' key.

#### Edit Criteria:

##### Effective Date:

- A. Mandatory
- B. May not create a report request record which duplicates an existing record for the values of effective date, report number, report frequency, and installation (account and sub-account).
- C. Must be in 'YYYY MM DD' format

##### Distribution:

- A. Mandatory
- B. No further edits

##### Mail Stop:

- A. Mandatory

B. No further edits

Number of Copies:

A. Mandatory

B. Must be numeric between 1 and 99

Printer Destination Code:

A. Mandatory

B. No further edits

Report Print Type:

A. Mandatory

B. Must be 'X' or 'p'

Binding Instructions:

A. Mandatory if report print type is 'X'

B. If report print type is 'X', then the binding instructions must be either 'g' 's', 'u; or 'v'

C. If report print type is 'p', then a binding instruction must not be entered

Cancel Field:

A. 'C' or blank

#### **5.1.41 NEMS Standard Report Distribution**

USER-ID: XXXXX PROGRAM RPTSTDP1	NEMS STANDARD REPORT DISTRIBUTION (INSTALLATION NAME)	DATE: MM/DD/YY TIME: HH:MM:SS
DISTRIBUTION: NEMS CONTROL_____		
MAIL STOP: 4471____		
NUMBER OF COPIES: 01		
PRINTER DESTINATION CODE: 041_____		
REPORT PRINT TYPE - XEROX (X) OR PRINTER (P): P		
BINDING INSTRUCTIONS (IF XEROX): _ G - GLUE BOUND S - STAPLED U - UNBOUND V - VELOBOUND		
ENTER 'C' TO CANCEL: _		

Purpose:

This screen lists the standard Report Distribution Information for the NEMS system. The user may modify it as their needs require. This information will be used as the default for the submission of On-Request reports.

Called From Screen:

This screen is called by the NEMS Report Selection menu.

Calls Screen:

Upon completion, this screen calls the NEMS Report Selection menu.

Instruction Steps:

Step 1: The standard Report Distribution Information will be displayed on the screen. Change whichever fields you need to meet your requirements.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

Step 3: The user may cancel the change at any time prior to successful completion by entering 'C' in the cancel field. The user will return to the NEMS Report Selection menu.

Press the 'ENTER' key.

Edit Criteria:

Distribution:

- A. Mandatory
- B. No further edits

Mail Stop:

- A. Mandatory
- B. No further edits

Number of Copies

- A. Mandatory
- B. Must be numeric between 1 and 99

Printer Destination Code:

- A. Mandatory
- B. No further edits

Report Print Type:

- A. Mandatory
- B. Must be 'X' or 'p'

Binding Instructions:

- A. Mandatory if report print type is 'X'
- B. If report print type is 'X', then the binding instructions must be either 'g', 's', 'u', or 'v'
- C. If report print type is 'p', then a binding instruction must not be entered

Cancel Field: 'C' or blank

- A. 'C' or blank

## **6. PART 6 - TABLE FILE UPDATE SUBSYSTEM**

### **6.1 NEMS TABLE FILE UPDATE SUBSYSTEM**

The NEMS Table update process is entered by selecting the Table File update option (5) on the NEMS Main Menu. This option passes control to the table update program. This program displays the Table File Update Menu which lists those tables the user is authorized to update. By selecting a valid table number, transactions may be entered to add, change or delete records for the selected table. The exit option will return control to the NEMS Main Menu.

There are three types of table update functions: add, change, and delete. One of these functions must be selected and the appropriate table-key element must be entered. This table-key is required to properly identify the Table file record to be updated. The table-key entered for an add must be unique for the table being updated; therefore duplicate records will not exist. The table-key entered for a change or delete must already exist on the table being updated. The exit option will return control to the NEMS Table file update menu.

When a valid function and table-key have been entered, a screen will be displayed indicating data elements for which information must be entered to update the selected table. All elements on this data collection screen are considered mandatory and will be edited for content. The cancel option will return the user to the previous screen without updating the record. The data in the record being updated will be displayed.

### **6.1.1 NEMS Table File Update Menu**

USER-ID: XXXXX PROGRAM TBL000P1	NEMS TABLE FILE UPDATE MENU	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER TABLE NUMBER OR 'X' TO EXIT: _____		
S01 TABLE DESCRIPTION AND AUTHORIZATION S02 ERROR CODES AND MESSAGES TABLE S04 SEQUENCE NUMBER TABLE S05 REPORT NUMBER TABLE 040 MANUFACTURER'S CODE TABLE 050 FEDERAL SUPPLY GROUP TABLE 052 EQUIPMENT TYPE ACCOUNT TABLE 078 CUSTODIAN ACCOUNT NUMBER TABLE 090 USER NUMBER TABLE 102 BUILDING NUMBER TABLE 130 CAPITAL/SENSITIVE CODE TABLE 132 U. S. TREASURY AGENCY NUMBER TABLE 155 EQUIPMENT MANAGEMENT CODE TABLE		
(MORE TABLES ON NEXT PAGE)		

#### **Purpose:**

The Table File update menu displays those tables which the user is authorized to update.

#### **Called From Screen:**

This screen is called by the NEMS Main Menu.

#### **Calls Screen:**

- a. This screen calls the appropriate update screen for the selected NEMS Table.
- b. Upon completion, this screen calls the NEMS Main Menu.

#### **Instruction Steps:**

Step 1: The screen will appear with a list of tables the user is authorized to update.  
Enter the table number corresponding to the NEMS Table you wish to update.  
To return to the NEMS Main Menu, place an 'X' in the table number field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

This step may be repeated as many times as necessary.

#### **Edit Criteria:**

A valid table number or 'X'

### **6.1.2 NEMS - 078 - Custodian Account Number Table, Screen #1**

USER-ID: XXXXX	DATE: MM/DD/YY
PROGRAM TBL078P1 NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE	TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____	
CUSTODIAN ACCOUNT NUMBER: _____	
CUSTODIAN INSTALLATION SUB-ACCOUNT: 08	

#### **Purpose:**

This screen is the first of two screens used to add, change or delete records on NEMS Table 078. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

When a delete is attempted, the program checks to see if the custodian account is referenced on any records in the Equipment, Inventory, PCM Authority or PCM Pending files. If so, messages are displayed on a modified version of this screen. (see the next page)

#### **Called From Screen:**

This screen is called by the NEMS Table file update menu.

#### **Calls Screen:**

- a. This screen calls the second data collection screen for Table 078.
- b. Upon completion, this screen calls the NEMS Table file update menu.

#### **Instruction Steps:**

Step 1: A screen is displayed with areas for entering the function, custodian account number, and the custodian installation sub-account. Enter the desired information. To return to the NEMS Table file update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

In the case of delete messages, the conflicting records from the Equipment, Inventory, PCM Authority or PCM Pending files will have to be changed or deleted prior to completing the deletion of the custodian account.

Press the 'ENTER' key.

Edit Criteria:

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

Custodian Account Number:

Mandatory

- a. For add updates, a record must not exist on Table 078 with the same custodian account number and installation sub-account.(See below)
- b. For change and delete updates, a record must exist on Table 078 with the same custodian account number and installation sub-account.(See below)
- c. For delete updates, deletion will be prevented if any of the following conditions exist:
  - There are any Equipment file records that have the same custodian account and installation sub-account.
  - Inventory by custodian is open for the sub-installation and the custodian account is open for inventory (either unprocessed or processed).
  - There are any PCM Authority records that have the same custodian account (Auth-Cust-Acct-No) and sub-installation (Auth-Inst-No).
  - There are any PCM Pending records that were submitted by this custodian account (matching Pend-Cust-Acct-No on the Pending record and inst-sub on the Equipment record).
  - There are any PCM Pending records for which the custodian account is the gaining custodian (Matching Pend-To-Cust-Acct-No on the Pending record and inst-sub on the Equipment record)

In each case, error message 107 is displayed, along with a prompt to cancel.

CUSTODIAN INSTALLATION SUB-ACCOUNT:

- a. Mandatory
- b. The user's installation sub-account is provided as the default for custodian installation sub-account.
- c. If the user is authorized , any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

Cancel:

- a. Optional

Must be either 'C' or space.

### **6.1.3 NEMS - 078 - Custodian Account Number Table, Screen #2**

USER-ID: XXXXX		DATE: MM/DD/YY
PROGRAM TBL078P1	NEMS - 078 - CUSTODIAN ACCOUNT NUMBER TABLE	TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____		
CUSTODIAN ACCOUNT NUMBER: _____		
CUSTODIAN INSTALLATION SUB-ACCOUNT: 08		
CUSTODIAN NUMBER: _____		
CUSTODIAN NAME: _____		
CUSTODIAN MAIL CODE: _____		
CUSTODIAN ORGANIZATION CODE: _____		
CUSTODIAN ACCOUNT NAME: _____		
CUSTODIAN PHONE NUMBER: _____		
ENTER 'C' TO CANCEL: ____		

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 078. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 078 - Custodian Account Number Table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 078 - Custodian Account Number Table screen.

Instruction Steps:



Step 1: A screen with the previously entered function, custodian account number and custodian installation sub-account will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 078 - Custodian Account Number Table screen.

Press the 'ENTER' key.

#### Edit Criteria:

##### Custodian Number:

- a. Mandatory
- b. No further edits

##### Custodian Name:

- a. Mandatory
- b. No further edits

##### Custodian Mail Code:

- a. Mandatory
- b. No further edits

##### Custodian Organization Code:

- a. Mandatory
- b. No further edits

##### Custodian Account Name:

- a. Optional
- b. No further edits

Cancel Field:

Must be 'C' or blank

#### **6.1.4 NEMS - 090 - User Number Table, Screen #1**

USER-ID: XXXXX PROGRAM TBL090P1	NEMS - 090 - USER NUMBER TABLE	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____		
USER NUMBER: _____		
USER INSTALLATION SUB-ACCOUNT: 08		

Purpose:

This screen is the first of two screens used to add, change or delete records on NEMS Table 090. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

Called From Screen:

This screen is called by the NEMS Table File Update menu.

Calls Screen:

- a. This screen calls the second data collection screen for Table 090.
- b. Upon completion, this screen calls the NEMS Table File Update menu.

Instruction Steps:

Step 1: A screen is displayed with areas for entering the function, user number and user installation sub-account. Enter the desired information. To return to the NEMS Table File Update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Edit Criteria:

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

User Number:

- a. Mandatory
- b. For add updates, a record must not exist on Table 090 with the same user number and installation sub-account. (See below)
- c. For change and delete updates, a record must exist on Table 090 with the same user number and installation sub-account. (See below)

User Installation Sub-Account:

- a. Mandatory
- b. The user's installation sub-account is provided as the default for user installation sub-account.
- c. If the user is authorized, any valid installation sub-account may be entered in place of the default installation sub-account (must be on Table 252).

#### **6.1.5 NEMS - 090 - User Number Table, Screen #2**

USER-ID: XXXXX PROGRAM TBL090P1	NEMS - 090 - USER NUMBER TABLE	DATE: MM/DD/YY TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____		
USER NUMBER: _____		
USER INSTALLATION SUB-ACCOUNT: 08		
USER NAME: _____		
USER MAIL CODE: _____		
USER PHONE NUMBER: _____		
ENTER 'C' TO CANCEL: ____		

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 090. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 090 - user number table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 090 - User Number Table screen.

Instruction Steps:

Step 1: A screen with the previously entered function, user number and user installation sub-account will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 090 - User Number Table screen.

Press the 'ENTER' key.

Edit Criteria:

User Name:

- a. Mandatory
- b. No further edits

Cancel Field:

Must be 'C' or blank

### **6.1.6 NEMS - 102 - Building Number Table, Screen #1**

USER-ID: XXXXX	DATE: MM/DD/YY
PROGRAM TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE	TIME: HH: MM: SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____	
BUILDING NUMBER: _____	

#### **Purpose:**

This screen is the first of two screens used to add, change or delete records on NEMS Table 102. This screen captures the information necessary to either find the record, or, in the case of an add, ensure it will be unique. Once this is done, a second screen is called for input of required information.

#### **Called From Screen:**

This screen is called by the NEMS Table File Update menu.

#### **Calls Screen:**

- a. This screen calls the second data collection screen for Table 102.
- b. Upon completion, this screen calls the NEMS Table File Update menu.

#### **Instruction Steps:**

Step 1: A screen is displayed with areas for entering the function and building number. Enter the desired information. To return to the NEMS Table File Update menu, enter an 'X' in the function field.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

#### **Edit Criteria:**

Function:

- a. Mandatory
- b. Must be 'A', 'C', 'D' or 'X'

Building Number:

- a. Mandatory
- b. For add updates, this record must not exist on Table 102
- c. For change and delete updates, this record must exist on Table 102

**6.1.7 NEMS - 102 - Building Number Table, Screen #2**

USER-ID: XXXXX	DATE: MM/DD/YY
PROGRAM TBL102P1      NEMS - 102 - BUILDING NUMBER TABLE	TIME: HH:MM:SS
ENTER FUNCTION (A=ADD, C=CHANGE, D=DELETE, X=EXIT): _____	
BUILDING NUMBER: _____	

Purpose:

This screen is the second of two screens used to add, change or delete records for Table 102. This screen is used to enter data relative to a specific table record.

Called From Screen:

This screen is called by the first NEMS - 102 - Building Number Table screen.

Calls Screen:

Upon completion, this screen calls the first NEMS - 102 - Building Number Table screen.

Instruction Steps:

Step 1: A screen with the previously entered function and building number will be displayed. These fields are protected. For add type updates, blank fields will be provided to enter the required data element information. For change and delete type updates, current data for the selected record will be displayed. Enter the desired information.

Press the 'ENTER' key.

Step 2: If error messages appear at the bottom of the screen, read the messages and correct the identified field.

Press the 'ENTER' key.

Step 3: The user may cancel the function at any time prior to successful completion by entering 'C' in the cancel field. This will return the user to the first NEMS - 102 - building number table screen.

Press the 'ENTER' key.

#### Edit Criteria:

##### Building Name:

- a. Mandatory
- b. No further edits

##### Cancel Field:

Must be 'C' or blank